Jaycie Franz

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EDUCATION

Baylor University – Waco, TX **Graduation - May 2025**
Bachelor of Arts in Professional Writing and Rhetoric & Psychology (Double Major)
Minor: Creative Writing
Honors: Summa Cum Laude; Charles G. Smith Award for Outstanding PWR Major

Maastricht University – Maastricht, the Netherlands **Summer 2023**
Baylor in Maastricht Study Abroad Program

University College Cork – Cork, Ireland **Summer 2026**
Texas State in Ireland Study Abroad Program

WORK EXPERIENCE

Texas State University Department of English – San Marcos, Texas **August 2025 – May 2026**
Instructional Assistant

- Assisted faculty in instructing over 300+ students across two semesters
- Worked with course content across in-person and asynchronous modalities
- Graded 500+ multiple choice and written exams, ensuring student comprehension and alignment with course learning outcomes
- Coordinated with professors and fellow Instructional Assistants to align grading and course expectations

Baylor University Press – Waco, Texas **May 2024 – Present**
Marketing and Publicity Assistant

- Managed Review, Desk, and Exam copy requests using MS Outlook, Allbooks Pro, and Excel
- Mailed 100+ books via USPS and Longleaf distribution services
- Contributed to the creation of the annual book catalog
- Answered dozens of emails and phone calls from constituents
- Solicited academic journals for book reviews via Outlook
- Designed book flyers and social media posts using Adobe InDesign and Canva

Baylor University Writing Center – Waco, Texas **August 2023 – Present**
Undergraduate Writing Consultant

- Tutored 180+ undergraduate and graduate students with writing assignments in-person, over Zoom, and via asynchronous instruction
- Utilized an editorial skillset to provide beneficial and constructive feedback to clients
- Strengthened students' writing on current assignments while building skills for future use
- Advised clients in MLA, APA, and Chicago style formatting
- Provided feedback based on professors' prompts, helping students tailor work to assignment goals

Starbucks Coffee – Bay City, Texas **May 2022 – August 2022**
Barista

- Created dozens of specialty drinks per shift, keeping attention to detail to ensure all beverages were of high quality
- Kept a fast-paced environment to ensure customers quickly received their food and drinks
- Maintained excellent customer service in a costumer-facing environment
- Worked to maintain a clean and positive storefront

PROFESSIONAL SERVICE EXPERIENCE

Client Consultation Project with Art Center Waco – Waco, Texas **Fall 2022**

Liaison

- Communicated directly with the client, serving as primary point of contact
- Scheduled meetings both in-person and via Microsoft Teams
- Composed a client proposal outlining the team's deliverables
- Ensured all requested deliverables were sent to client in a timely manner
- Wrote a short biography of artist Gustav Baumann displayed in the "Cameron Collection" exhibit

Dissertation Proofreading – Remote **August 2024**

Proofreader

- Communicated with doctoral student to assess needs of client
- Proofread 14,000 words of Ph.D. dissertation, checking for grammatical, sentence structure, and syntax errors

RESEARCH EXPERIENCE

Research Methods Project **Spring 2023**

Baylor University – Waco, TX

- Supervisor/Faculty Mentor: Dr. Shawn J. Latendresse
- Focus of Research: Satisfaction with Life and Romantic Relationships
- Examined effects of romantic relationships on satisfaction with life using Qualtrics
- Analyzed data using R statistical software
- Produced 16-page APA report of findings

LEADERSHIP & ACTIVITIES

Psi Chi, Baylor Chapter – Waco, TX **May 2024 – Present**

Historian

- Collaborate with other officers to plan bi-weekly meetings and events
- Posted frequently on the Instagram page to keep members up to date on club activates

Psychology Club at Baylor University **June 2023 – May 2024**

President

- Planned and hosted over a dozen meetings for fifty plus members
- Managed a team of six officers to ensure all club responsibilities were carried-out efficiently
- Communicated with over twenty psychologists to invite them to meetings as guest speakers
- Coordinated volunteer events with Talitha Koum, a nonprofit children's daycare center

VOLUNTEER EXPERIENCE

Talitha Koum Institute – Waco, TX **September 2021– May 2024**

- Coordinated volunteer events with Talitha Koum management
- Worked with teams of ten plus volunteers to sanitize toys and play areas

Urban R.E.A.P. – Waco, TX **Spring 2022**

- Volunteered for a total of twenty-four hours at Urban R.E.A.P, an agricultural nonprofit
- Successfully operated an aquaponics plant growth system
- Maintained plant health by weeding, utilizing compost, and effective watering

SKILLS

- Computer Skills: Microsoft Office – Word, Excel, Outlook, Teams; Canva; Zoom; Allbooks Pro; Adobe Creative Suite – InDesign, Premiere Pro; R Statistics Software; DaVinci Resolve
- Languages: Italian — Beginner Proficiency