

CAROLINE WILLIAMS

MA Communication Studies

979-533-9769

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San Marcos, TX

EDUCATION

MA Communication Studies
Texas State University
2023-2025

Communication Studies
Corporate Communication and Training Certification
Texas State University
2025

BFA Performance and Production
Minor in Political Communication
Texas State University
2019-2023

SKILLS

- Time Management
- Training and Development
- Public Speaking
- Policy Research
- Critical Thinking
- Teaching
- Enjoys working well with others
- Excellent Communication Skills

WORK EXPERIENCE

Aug. 2025-Present
TXST University: Communication Studies, San Marcos, TX
Lecturer
- Developed engaging course content for undergraduate students in the Fundamentals of Human Communication course.
- Provided office hours for students and distributed graded feedback within a timely manner.
- Guided 120 undergraduate students in their process to improve public speaking skills through course assignments and presentations.
- Ensured university and departmental protocol was followed when implementing student accommodations, exams, and other responsibilities.

Aug. 2024-Feb. 2025
TXST University: Communication Studies, San Marcos, TX
TEDx Texas State University
- Assisted faculty in planning the TEDx Texas State University event by creating a master day of schedule, tracking event planning progress, and meeting with the leadership team to make decisions.
- Created and disseminated meeting agendas and minutes for team members.
- Collaborated with team members to manage TEDx email, comply with rules and regulations, and worked with TEDx License Holder to coordinate all teams and event logistics.

PRESENTATIONS

Aug. 2024
TXST University: Communication Studies, San Marcos, TX
Teaching Learning Academy
- Presented a lab demonstration for incoming graduate instructional assistants covering interpersonal communication.
- Provided an example lecture and lab activity format to give new lab instructors an idea of facilitating a lab.
- Assisted new lab instructors with their lab demonstration presentations and provided a Q&A.

May 2025
TXST University: Communication Studies, San Marcos, TX
Bobcat Bounty Presentation Skills Training
- Consulted with Bobcat Bounty to create a presentation skills training.
- Executed a presentation skills training and provided a Q&A.
- Conducted an independent study to gather research and present scholarly information.