

Jennifer A. Longhorn

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EDUCATION

The University of Texas at Austin May 2014
Ph.D. in English

The University of Texas at Austin May 2009
M.A. in English

Austin College May 2005
B.A. in Film Studies ▪ Minor in English

TEACHING & TRAINING EXPERIENCE

Assistant Director Aug 2011 - May 2014

The University of Texas Department of Rhetoric and Writing

- Trained and mentored new instructors on course software, planning & data/ classroom management
- Developed Keynote, Powerpoint and wiki materials instructor use in classroom presentations
- Planned and helped facilitate new instructor orientation; revised/ developed new training materials
- Mediated disputes between instructors & students; relayed instructor concerns to administration

Assistant Instructor/ Teaching Assistant Aug 2007 – May 2014

The University of Texas Department of Rhetoric and Writing

- Designed curricula, instructional materials and daily lesson plans for four general education courses
- Presented information in traditional and technology-enhanced environments
- Provided individual and group coaching to supplement classroom instruction

Educational Consultant/ Trainer Aug 2010-May 2011

San Antonio ISD Professional Development Series

- Developed curricula to help English teachers incorporate college readiness skills in K-12 classrooms
- Collaborated with team of instructors to coordinate workshop promotion, registration and logistics
- Presented sample activities and instructional best practices during 2-day workshop for 40 teachers

Volunteer Coordinator Jan – Nov 2010

The University of Texas International Writing Conference

- Recruited and supervised 15 volunteers to help run conference with 500+ attendees
- Coordinated volunteer schedules and responsibilities
- Facilitated panelist presentations and ensured adherence to program timelines

Special Contract ESL Teacher Sept 2005 - Aug 2007/ June -Aug 2008

JET Program (Japan)/ Texas Intensive English Program (Austin, TX)

- Taught reading and writing to Japanese high school students
- Developed curricula, daily lesson plans and training materials to enhance comprehension & retention
- Collaborated with other teachers on final student project

SKILLS

PC/ Mac Experience: Microsoft Office, Keynote, Prezi, SPSS, Adobe Illustrator, Photoshop, Basic HTML

Language: Intermediate Spanish