

Sara Keel

Profile

I am a hard worker who is adaptable, and I excel in a fast-paced environment. My leadership style focuses on support and maximizing the potential of those on my team. I am a strategic and creative thinker who loves problem-solving. I learn quickly and believe there is always room for personal improvement and growth.

Experience

Adjunct Professor, Georgia State University, 2019.

English Composition II, ENGL1102

Taught classes of twenty five students; created syllabi, lessons, and scaffolded assignments; emphasized applied, hands-on learning and facilitated individual learning and guided group work; developed students' professional skills through writing samples and presentations; taught research skills and demonstrated the importance of critical assessment; honed my writing and editing skills through teaching key writing elements and grading student work.

Adjunct Professor, Lee University, 2018.

Rhetoric and Research, ENGL110; English Composition, ENGL106.

Advanced Teaching Fellow, Georgia State University, 2017-2018.

English Composition II, ENGL1102; Survey of American Literature, ENGL2130

In addition to the above teaching responsibilities, attended a minimum of eight professionalization seminars annually; developed a yearly portfolio including a teaching philosophy, class reflections, course materials, sample student work, and student evaluations; balanced teaching and graduate school.

Graduate Teaching Assistant (Professor of Record), Georgia State University, 2013-2017.

English Composition II, ENGL1102; English Composition I, ENGL1101

Teaching Assistant, University of Science and Technology Beijing, Summer 2015.

History of the English Language

Lectured, assisted the official guest lecturer in organizing the hundred-student class, graded essays and exams.

Visiting Professor, Mount Pleasant Christian Academy's Harlem Summer Scholars, 2013.

Introduction to College Writing

Trained high school students to prepare for college courses, developed a curriculum suitable for the students and situation, organized field trips and a presentation of the students' finished works.

Special Adjunct Professor, Lee University, 2011-2012.

English Composition I, EMFL106; English Composition I, EMFL105

Adjunct Professor, Lee University, 2011.

English Composition I, EMFL105

In addition to the above teaching responsibilities, met weekly with a mentor to plan classes and hone my pedagogy.

Freelance editor, University of Tennessee Knoxville, Department of Food Science and Technology, 2012.

Edited for grammar and style consistency lesson plans from fifty Tennessee elementary school teachers, assisted in preparing research for academic publication.

Freelance writer and editor, Lee University, Office of the Vice President of Academic Affairs, 2012.

Assisted in the writing and editing a Letter of Intent for the university's nursing program, which was accepted.

NCAA Self-study Liaison and Graduate Assistant, University of Tennessee Chattanooga, 2009-2010.

Compiled and edited for grammar and style consistency cross-campus reports concerning the university's NCAA division 1 compliance, ensured reports met all NCAA criteria and information requests, met with faculty research groups and served as liaison between faculty groups and the Self-Study Chairperson.

Special Projects Coordinator, Office of Field Experiences, Lee University, 2008-2009.

Organized student service-learning events with up to 250 student participants, liaised with over one hundred community partners to coordinate student service experiences, weekly coordinated student volunteers to meet community partners' needs, chaperoned Spring Break service trips, advised faculty on service learning integration, led workshops for transfer students on the university's service-learning requirements.

Education

Doctor of Philosophy Candidate (ABD), Literary Studies, Georgia State University, 2013-present

Dissertation: "Sending out an S.O.S.: Telecommunication in American & British Literature 1880-1913"

Master of Arts, Literary Studies, University of Tennessee at Chattanooga, 2012.

Bachelor of Arts, English, Art Minor, Lee University, 2008.

Skills & Sundry

Leadership. Chairperson, Bradley County Democratic Party, 2017-2019: Planned monthly meetings and special events including fundraisers, community outreach, town hall debates, and phone banks; managed communications including interviews, press releases and newsletters; provided logistical support to local and state candidates; developed relationships with key community personnel; coordinated the day-to-day responsibilities of the county party.

Volunteerism. Chattanooga Pride, 2018; Lead Organizer and Volunteer Coordinator, March for Hope, 2017; Volunteer Leader, Deke Inc., 2015-2016; Communication Lead, The Greenway Table, 2010; Volunteer Intern, Paraguay, 2008.

Public Speaking. "Women and Social Change" Roundtable, Lee University, 2019; Midwest Modern Language Association, 2017; South Atlantic Modern Language Association, 2017 & 2014; Guest Lecturer, Georgia State University, 2016; Guest Lecturer, Lee University, 2015; UAH Graduate Student Conference, 2015; Tennessee Philological Association, 2011.

Traveling. Visited 40 countries, including 3+ month stays in China, Mongolia, Russia, England, and Paraguay; developed an in-depth understanding of high context cultures.

Languages. English (fluent), Spanish (intermediate), French (translation), Mandarin (beginner), Python (beginner).

Professional Affiliations. Member of the Society for Technical Communication, special interest groups: Agile and Women in Technical Communication.