

Maradee Kern Ulbrich

EDUCATION

Master of Arts, English Language and Literature
Baylor University, Waco, Texas

August 1999

Bachelor of Arts, English and French, *magna cum laude*
Ouachita Baptist University, Arkadelphia, Arkansas
Secondary Education Certification Areas: English and French

May 1996

EXPERIENCE

Writing Coach, Online Writing Center and Career Services (part-time)

National University

Fall 2016-present

- Meet online with students of all levels and study areas using a variety of technologies to share texts
- Provide specific feedback on audience, focus, clarity, grammar, style, citations, and document design
- Review resumes of graduates and respond with personalized critiques of format, content, and style
- Participate in online staff training and development sessions and maintain detailed record-keeping

Program Aide, The English Language Institute (part-time)

Texas A&M University, College Station, Texas

Spring 2015-present

- Calibrate timed writing submissions for program-wide assessment events alongside other faculty
- Provide written feedback on large batches of essay submissions from beginner to advanced students
- Serve as substitute instructor for faculty in writing, reading, listening, oral skills, and vocabulary
- Develop content and present workshops for select international students in TAMU School of Business

Lecturer, The English Language Institute (part-time)

Texas A&M University, College Station, Texas

Spring 2014-Fall 2014

- Taught Advanced Composition courses and Vocabulary for both matriculated and ELI students
- Provided extensive feedback on student writing using custom grade rubrics and eCampus features
- Prepared students for course and program-wide assessment events with variety of writing prompts
- Met with students outside of class for advising on written communication skills and study skills
- Served as project lead for program assessment efforts and liaison with university administrators
- Designed and led two-part workshop on intercultural communication for university advising staff

Adjunct Instructor of English (part-time)

Blinn College, Bryan, Texas

Fall 2013

- Taught Composition I, including critical thinking, audience analysis, research, and argument skills
- Designed and customized writing assignments to build and assess students' skills in rhetorical modes

Writing Center Coordinator and Professor of English

San Jacinto College South, Houston, Texas

Fall 2008-Summer 2013

- Directed campus Writing Center serving all disciplines and departments (Fall 2010-Summer 2013)
- Hired, trained, supervised, and evaluated all professional tutoring staff and student assistants
- Consulted with faculty from all disciplines to improve the quality and clarity of writing instruction
- Presented writing workshops for International Advising and Professional Development offices
- Taught Composition I, Composition II, American Writers, and Literature and Film: Fairy Tales
- Developed extensive materials and grade rubrics for use in Blackboard course management system

Assistant Director and ESL Specialist, University Writing Center

University of Houston-Clear Lake, Houston, Texas

Fall 2006-Spring 2008

- Managed daily operations to serve undergraduate and graduate students, employees, and alumni
- Tutored several hours per week and mentored students, especially non-native English speakers
- Developed, advertised, and facilitated 20+ workshops each semester on various writing topics
- Developed and led daily Conversation Hours and Summer English Practice for non-native speakers
- Taught tutor training course modules regarding theory and practice of tutoring ESOL writers
- Wrote and maintained text for website, including resources for faculty and non-native speakers
- Created a 4-page monthly newsletter on writing and tutoring-related topics for campus community

Instructor of English

Louisiana College, Pineville, Louisiana

Fall 2001-Spring 2006

- Taught Composition I, Composition II, American Writers, and Southern Women Writers
- Developed and taught reading, writing, and grammar courses in pilot ESL program (AY 2001-2002)
- Trained and served as Designated School Official for F and J-visa international students: communicated with incoming students, conducted international orientation, maintained all DHS/SEVIS records, and completed NAFSA workshops on U.S. policy for international students
- Served as sole International Student Advisor on campus: advocated for international student services; sponsored, planned and hosted International Student Organization activities, events, and trips; managed crises and provided personal support for internationals and “missionary kids”
- Served as faculty advisor for Sigma Tau Delta International English Honor Society
- Worked on faculty committees for International Activities, College Life and Development
- Contributed to college by mentoring individual students and actively participating in the academic, artistic, and social life of the small-town residential campus

Scholar/Discussion Leader, Prime Time Family Reading Time Program

Louisiana Endowment for the Humanities

Spring-Fall 2005

- Led discussions for after-school family reading program featuring classic children’s stories and fables
- Used Socratic questioning methods to generate deeper thought and personal responses to literature
- Promoted family bonding and literacy for diverse at-risk children and caregivers enrolled in program

ESL Instructor

Lingle Middle School, Rogers, Arkansas

Fall 2000-Spring 2001

- Taught 6th and 7th grade English, reading, and math to mostly Hispanic migrant students
- Designed course activities and customized assessments for widely varied skill levels within each class
- Served as homeroom teacher for native English-speaking 6th grade students
- Attended intensive ESL in-services/training sessions sponsored by district

Teaching Fellow, HKBU Language Centre

Hong Kong Baptist University, Hong Kong, China

Fall 1999-Spring 2000

- Instructed Hong Kong and mainland Chinese students in academic English skills
- Acted as course leader for mainland Chinese students’ Listening and Speaking class
- Met regularly with students outside of class for language practice and social occasions

Instructor of Intensive English (part-time)

English as a Second Language, Int’l at Baylor, Waco, Texas

Summer 1998-Spring 1999

- Taught Advanced Writing, Intermediate Grammar, and Reading to diverse ESOL population
- Assisted in selection of curriculum and participated in course-planning meetings
- Organized on and off-campus events for new arrivals as well as current students

CONFERENCE PRESENTATIONS

“Putting the Reflective Potential of Word Clouds to Work”

International Writing Centers Association Conference. San Diego, CA. October 2012.

“Fractured Parallels: Adventures in Cross-District Alignment of Writing Center Services”

South Central Writing Centers Association Conference. Little Rock, AR. February 2012.

“Reaching Out to Faculty: A Forum on Working with Non-Native Speakers in the Classroom”

Accepted for International Writing Across the Curriculum Conference. Austin, TX. May 2008.

“Learning English Out Loud: Conversation Hours in the Writing Center”

South Central Writing Centers Association Conference. Norman, OK. March 2008.

“My Space in This World: True Stories of an ESL Specialist”

International Writing Centers Association Conference. Houston, TX. April 2007.

PROFESSIONAL SERVICE AND AFFILIATIONS

- International Writing Centers Association Member (2006-2008, 2010-2013)
 - Summer Institute participant, August 2007 (Oregon State University)
 - Scholarship committee member, 2007 IWCA Conference (Houston, TX)
- National Council of Teachers of English, 2004-2006
- South Central Modern Language Association, 2003-2006
- NAESA: Association of International Educators, Region III, 2002-2006

COMMUNITY INVOLVEMENT

- **Small Group Co-Leader**, Grace Bible Church, College Station, TX (2015-present)
 - Host and co-lead book studies and spiritual discussions for newlyweds and young married couples
 - Coordinate activities and service opportunities within group and for greater community
- **English Conversation Class**, A&M International Fellowship, College Station, TX (2013-2014)
 - Assisted with leading a small group of international students for weekly discussion of cultural topics and practice of English pronunciation, vocabulary, listening, and communication skills
- **Young Adult Professionals Ministry**, University Baptist Church, Houston, TX (2006-2013)
 - Led small groups, taught Bible studies, planned events, coordinated service projects, mentored members, facilitated outreach, served on church committees
- **International Student Outreach / Friendship Partner Program**, Houston, TX (2007-2009)
 - Coordinated American volunteers, planned events, supported partner relationships
- **Millennium Relief Project**, Houston, TX (2007)
 - Served as one-week host home for foreign teachers enrolled in summer training program