

JENNIFER MEAGAN ALLEN

(806) 577-6887

meaganallen.english@gmail.com

Education

Texas Tech University Lubbock, Texas
Masters of Arts in English - Technical Communication 2005

- Curriculum emphasized pedagogy, composition theory, argumentation theory, rhetoric, intercultural communication, manual and proposal writing, and technical editing
- Elective study included business Spanish and translation
- Served as a Teaching Apprentice in English Department

Texas Tech University Lubbock, Texas
Bachelor of Arts in English and Spanish 2002

- Qualified for Dean's Honor List
- Earned membership in Golden Key Honors Society
- Served as secretary of Sigma Tau Delta, local chapter of the International English Honors Society
- Volunteered as General Editor of *The Harbinger*, a student produced literary journal

South Plains College Levelland, Texas
Associate of Arts in English 2000

Teaching Experience

South Plains College
Title: Adjunct English teacher 2013-present

- Taught various English courses:
 - English 1301 - Dual Credit
 - English 1302 - Dual Credit
 - English 2311: Technical Writing - Online
- Taught in classroom environment and online platforms
- Utilized *Google Classroom* and *Blackboard* for student communication and assignment management

Texas Tech University
Title: Lecturer 2005-2013

- Taught first-year composition courses (English 1301 and English 1302) in hybrid environment (classroom and online)
- Utilized Integrated Composition Online (ICON) distributed assessment system
- Led team of Teaching Assistants in group grading system

Title: Graduate Part Time Instructor 2004-2005

- Utilized Integrated Composition Online (ICON) interface in instructional responsibilities
- Led peer advisory group

Daniel Webster College

Title: Online Writing Tutor

2004-2011

- Provided personalized tutoring in Online Writing Lab
- Advised on documents from students in areas of business, aviation, and communications

Kaplan University

Title: Part Time Online Instructor

2008-2010

Taught composition courses online

- College Composition II
- College Composition I
- Appropriate and Effective Communication in the Workplace
- Technical Writing for the Professions
- Interviewing Skills for the Technical Writer

Wayland Baptist University

Title: Adjunct Instructor

2004-2006

- Taught various English courses:
 - Introduction to Literature
 - Introduction to Reading
 - Introduction to Writing
 - Research and Writing Techniques
- Utilized *Blackboard Academic Suite* for student communication and assignment management

Kaplan Educational Center

Title: Part Time Instructor, Instructor Trainer

2002-2004

- Received *Lubbock Kaplan Teacher of the Year* award 2004
- Taught test preparation classes for the LSAT, ACT, MCAT, and SAT exams
- Curriculum included writing fundamentals, mathematics, reading comprehension, and verbal reasoning
- Trained new teachers in 15-hour training course
- Presented new curriculum and program updates in open-to-public seminars

American Commercial College

Title: Instructor

2002-2004

- Taught classes in English, business communications, and computer literacy
- Implemented and managed extra-curricular *Academic Challenge* contest
- Curriculum included *Microsoft Office*, business communications, professional speech, and composition
- Served as student advisor and certification test counselor

Publications and Writing**Editorial Projects***The Harbinger* Literary Journal

Edited, proofread, and produced literary magazine

Utilized QuarkXpress for layout design

Out on My Own... Now What?

(written by Joe Kahler)

Performed pre-publish edit

Technical Writing Projects

- Wrote grant proposal requesting software for Lubbock Area Coalition for Literacy
- Assisted in writing grant proposal to fund documentary video of Marathon Reading Event
- Created academic web portfolio
- Wrote software documentation and tutorials
- Developed program for Graduate English Society academic conference