




Melinda Grant

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Kennesaw State University alumna and current Master of Arts in Professional Writing Graduate Teaching Assistant is seeking a collegiate English composition teaching position for summer 2020. Personal objectives include the continuing development of pedagogical-based classroom compositional instruction, as well as strengthening organizational, analytical, rhetorical, and creative writing skills.

Skills

- Analytical and detail-oriented
- Multi-tasking in a fast-paced and high-stress environment
- Works well individually as well as within team environments
- Professional and Academic Editing
- Strong customer service skills
- Internet website building and maintenance
- Previous sales and administrative, managerial experience
- English composition tutoring
- Pedagogy-based theory practicum

Experience

AUGUST 2019 – CURRENT

Graduate Teaching Assistant: Kennesaw State University,
Kennesaw, GA
KSU Writing Center

- Tutor students in English composition and writing
- Peer feedback and composition tutoring in both online and in-person sessions
- Types of instruction: Rhetorical Analysis, Literature Review, Research Paper, Annotated Bibliography, Argumentative Essays, Compare and Contrast Essays, Business Case Law Reviews, Journalism Press Releases, Personal Narratives, Graduate School Application Essays, Resumes, Doctoral Thesis Abstracts, PowerPoint Presentations
- Workshop presentations to include: Style Guides (APA, MLA, Chicago, IEEE) and Comma Usage Rules
- Writing Center Outreach Program: visit classrooms across the curriculum and conduct a presentation regarding the numerous resources offered by the KSU writing center.
- Writing across the curriculum initiative: set-up and conduct informational booths offering students and professors alike resources related to the KSU writing center.
- Meet and greet students and faculty into the KSU writing center while providing customer service in response to questions or concerns.
- Interact with students across all academic disciplines and provide writing instruction for each student's specific needs, which requires the ability to meet a student's individual writing needs.

FEBRUARY 2011 – CURRENT

Owner / Designer: Lindi's Custom Designs, Canton, GA
LindisDesigns.com, LindisCustomDesigns.Etsy.com

- Created web-based online costume, wedding, and baby shower gift company
- Designed and formulated website ground up to include SEO optimization
- Development of marketing strategy across digital and print venues
- Utilization of Google Analytics to increase website views
- Graphic design of advertising print and digital publication ads
- Photoshop digital editing of model and product photography
- Accounting/bookkeeping of all sales, expenses, profit/losses
- Customer service handling of all custom order requests, inquiries, and individual / group pricing
- Handmade all design items including weddings / bridal designs, child and adult costumes, crochet, corporate baby gifts, and professional photography props
- Managed multiple social media outlets to market and advertise products continuously

JUNE 2017 – CURRENT

Author / Publisher: Keebie Press, Canton, GA
MelindaGailBooks.com

- Self-published author, editor, and designer for three juvenile fiction coming of age books in epic fantasy fiction
- E-Book formatting on various platforms to include Amazon Kindle and ePubs
- Blog writer, marketing, social media management

MARCH 2006 – FEBRUARY 2011

Homemaker

MARCH 2003 – MARCH 2006

- **MULTIPLE POSITIONS HELD WITHIN SAME COMPANY**

National Level – Direct Sourcing Recruiter:
Robert Half International Contractor, Cleveland, OH

- Contract recruiting position assigned to JP Morgan Chase
- Identifying talent via internet mining, cold calling, job boards, and various websites
- Telephone screening and interviewing candidates
- Conducting and participating in Career Fairs
- Specializing in the mortgage banking industry to include processors, closers, funders, team leads, program managers, and senior-level management positions
- Coordinating with department senior managers to identify and create job descriptions and manage candidate interviewing schedules
- Coordinate relocation packages / provide new hire information

OfficeTeam Division, Division Director:
Robert Half International, Cleveland, OH

- Recruiting, Interviewing, Management, Marketing, and Sales

- Top 4% nationwide in sales production – selected for Top Gun training in California
- Manage sales production for the downtown Cleveland markets including but not limited to training and development of sales staff
- Develop a pool of qualified candidates with experience in areas of human resources, marketing, mortgage, customer service, and office/executive management
- Professional interviewing including analysis of skill assessment evaluations based on branch averages, Microsoft certifications, and industry demands
- Utilize internet sites to recruit and identify potential candidates for the Cleveland job market
- Participate in professional employer job fairs to identify talent and recruit candidates
- Presentations to Cleveland area colleges, universities, and professional organizations
- Expand client base through relationship building via cold calling, client visits, newspaper ads, internet postings, and networking events
- Managed and trained staffing manager positions, two direct reports
- Conducted employee evaluations
- Mentor new hire staffing managers from various areas of the district and complete final employee evaluations

**Accountemps Division, Contract Recruiter:
Robert Half International, Cleveland, OH**

- Contract recruiter assigned to Wells Fargo Home Mortgage
- Direct sourcing national-level executive management positions by contacting the passive job seeker trying to establish an interest level in working for Wells Fargo Home Mortgage
- Additional duties included telephone screening candidates, interviewing, conducting candidate reference checks, pre-employment presentations regarding benefits, etc.

**OfficeTeam Division, Staffing Manager:
Robert Half International, Cleveland, OH**

- Top producer in the region within four months of employment
- Recruiter for administrative positions, from entry-level through executive assistants and office managers
- Completed reference checks and new hire information packets
- Outside sales recruiting candidates and local companies
- Marketing and sales calls in person to area clients. Met with line managers for each division to discuss current staffing needs and future potential needs
- Coordinate temporary and temporary to hire positions with recruited candidates. Same day as well as long term positions.

Education

AUGUST 2019 – CURRENT

**Graduate Student/ Kennesaw State University,
Kennesaw, GA**

Graduate-level course work in Master of Art's in Professional Writing program

AUGUST 2009 – DECEMBER 2010

**Post-Baccalaureate/ California State University,
Hayward, CA**

Post Baccalaureate course work in Mathematics and Science. GPA 3.72

AUGUST 2002 – DECEMBER 2002

**Post-Baccalaureate / University of Akron,
Akron, OH**

Post Baccalaureate course work in Mathematics and Science. GPA 3.825

JANUARY 1999 – JULY 2002

**Bachelor of Science / Kennesaw State University,
Kennesaw, GA**

Bachelor of Science degree in Psychology, formal minor in Sociology. Dean's list eight consecutive semesters, **Major GPA 4.0. Psi Chi Honor Society graduate.**

Additional Prior Work Experience:

Administrative duties within the commercial insurance industry were supporting multiple line underwriters in areas of Workers Compensation, General Commercial Liability, Property, and Casualty Divisions.