

## **JANA DUDLEY**

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### **PROFESSIONAL PROFILE**

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An enthusiastic teaching professional with a superb record of student support and student focus. A real passion for working with a diverse student population. Committed to supporting students, adhering to institution's mission and values, and capable of effectively collaborating with students, faculty, and administration.

### **EDUCATION**

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**Master of Arts in English and Creative Writing**, June 2014 - January 2016

*Southern New Hampshire University, Manchester, NH*

- GPA 3.7
- Member, Alpha Sigma Pi National Honor Society

**Bachelor of Arts in English** January 2005 - May 2007

*Texas A&M University Kingsville, San Antonio, TX*

- GPA 3.8 (Summa Cum Laude)

**General Studies** August 2004 – July 2006

*Palo Alto College, San Antonio, TX*

*Midwestern State University, Wichita Falls, TX*

### **QUALIFICATIONS**

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- Excellent written/verbal communication skills
- Ability to evaluate student performance, support students at varied levels in on-site or on-line settings
- Familiar with the facilitation of lectures and discussions in on-line academic arena
- Knowledge in developing course material to ensure success in English Composition classes
- Knowledge of MLA and APA

### **TEACHING EXPERIENCE**

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**English Language Instructor (ESL)**

2016-Present

*Coastal Bend College, Beeville, TX*

- Designed Dual Credit onsite/online curriculum to accommodate students with varying levels of experience
- Successfully encouraged students to actively participate by creating a nurturing classroom environment

2007-Present

*Devine Independent School District, Devine, TX*

- Designed ESL onsite/online curriculum to accommodate adult students with varying levels of experience
- Successfully encouraged students to actively participate by creating a nurturing classroom environment

### **TECHNICAL SKILLS**

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- MS Office, Blackboard, Google Drive, and other Scholarly Databases / Library Resources