

Duane A. Theobald

Education:

- **University of West Georgia, M.A. English-May 2017**
 - Specialty: Film Studies
- **University of West Georgia, B.A. English-December 2010**
 - *Magna Cum Laude*
 - Passed GACE English I and II-March 2010

Administrative Experience:

University Writing Center—University of West Georgia

- **Coordinator, August 2014-present**
(previously titled as: **Manager—August 2012-July 2014**)
 - Serve as lead administrator of the University Writing Center (UWC); provide primary on-site administrative presence during hours of operation; supervise and evaluate the performance of the UWC Departmental Assistant and establish clear performance standards; supervise and evaluate any additional UWC staff; approve and prepare reports on assessment data compiled by the UWC Departmental Assistant on a monthly, semester, and yearly basis as required by outside units, along with writing the UWC Annual Report; train selected English graduate writing consultants, oversee supervision of graduate consultants as needed; establish policies and procedures for the UWC in collaboration with the First Year Writing Director, English Department Chair, Dean of Arts and Humanities; serve as primary liaison to UWG faculty and staff for promotional events, including but not limited to Preview Days, Orientations, and Scholarship Day; collaborate with various campus constituents and enhance university-wide academic initiatives and programs; serve as coordinator of UWC services on Newnan campus; coordinate classroom presentations and group workshops at faculty and staff invitation to discuss UWC services and other writing-related topics with students; approve the UWC schedule for First Year Writing faculty and graduate students each semester to provide optimal opportunities for students to use the UWC; serve as additional administrator for the UWC social media platforms; create and/or provide professional development opportunities for UWC staff, both writing consultants and administrative; maintain and oversee the UWC's operating budget
- **Administrative Support Professional, August 2011-July 2012**
 - Assisted in daily operations within office, including scheduling appointments for students; maintaining both written and electronic records of student visits and attendance of both students and consultants; keeping office organized and running efficiently; serving as representative for campus-wide Preview Days and Orientation sessions for prospective students

Subway Restaurants

- **Manager, Carrollton, Georgia—March 2011 – August 2011; Assistant Manager and Employee, Dallas, Georgia- December 2003 – August 2007**
 - Created schedules for all employees; assisted in ordering food and other necessary supplies; prepared product for sale; supervised employees in daily tasks and interactions with customers.

Teaching Experience:

- **Instructor, University of West Georgia Continuing Education—Summer 2018-present**
 - Taught “College Writing 101” preparation course to incoming freshmen and adult learners at both UWG’s Carrollton and Newnan locations; Taught communication & writing-based courses for Georgia EMC and GreyStone Power
- **Instructor, eCampus/eCore—Spring 2018-present**
 - Taught ENGL 1102 and ENGL 2132 courses during both full session and short session; corresponded regularly with students via email, announcement boards, videos, etc.; assessed student submissions and discussion boards and provided extensive, in-depth feedback; handled other administrative duties; attended professional development sessions as directed by eCampus/eCore
 - Mentored an incoming English faculty member during Spring 2019 and Spring 2020 semesters
- **Instructor, University of West Georgia: XIDS 2002 Freshman Seminar—Fall 2018, Fall 2019, Fall 2020**

- Planned and taught first-year seminar course to general population of UWG freshmen, with a focus on identity in American cinema (close examination of visual texts and how they relate to our everyday lives); incorporated note taking assignments, time management, and the use of podcasting as a means of exploring visual texts
- **Instructor, University of West Georgia: UWG 1101—Fall 2017**
 - Planned and taught First-Year University Experience course to general population of UWG freshmen that is academic in nature with a focus on writing and discussion; incorporated online discussion and examination of non-scholarly articles on aspects of post-secondary education; also included multimodality for final culminating project
- **Student Teacher, South Paulding High School, Douglasville, GA- September – December 2009**
- **Student Teacher, Bowdon High School, Bowdon, GA- August – December 2010**
- **Student Teacher, Central Middle School, Carrollton, GA- February – May 2010**

Other Professional Experience:

- **Student Assistant, University Bookstore, University of West Georgia—December 2008 – February 2011**
- **Student Assistant, University Communications and Marketing, University of West Georgia—August 2007 – May 2010**
- **HOPE Expert/i-Serve Mentor, EXCEL Center (now Center for Academic Success), University of West Georgia- August 2007 – December 2008**

Honors and Distinctions:

- **University of West Georgia**
 - Nominated for “Best of the West” Cross-Divisional Award—September 2017
 - Received “Best of the West” Cross-Divisional Award—May 2017
 - Received Mary Anne (Sugar) Wilson Goreau DeVillier Memorial Scholarship—April 2010
 - The Honor Society of Phi Kappa Phi—Inducted 2010
 - Sigma Tau Delta International English Honor Society—Inducted 2009
 - Phi Sigma Pi National Honor Fraternity—Inducted 2008
 - President 2009-2010
 - Recording Secretary 2009
 - National Society of Collegiate Scholars—Inducted 2008
 - Alpha Lambda Delta-National Honor Society for First-Year Students—Inducted 2007

Memberships:

- **International Writing Center Association**
 - Member—Fall 2018-present
 - Book Award Committee Member—Summer 2019
 - Article Award Committee Member—Summer 2020
- **Southeastern Writing Center Association**
 - Member—Fall 2013-present
 - State-Wide Committee Member—Summer 2017-Spring 2017
 - State Representative—Spring 2019-present
- **Georgia Tutoring Association**
 - Member—Fall 2015-present
 - Executive Board Member—Fall 2017-present
 - President-Elect—Fall 2017-Fall 2018
 - President—Fall 2018-Fall 2019
 - Immediate Past President—Fall 2019-present

Professional Development:

- Attended Georgia Tutoring Association Annual Conference—October 2019
- Presented at Southeastern Writing Center Association (SWCA)-Alabama Symposium—September 2019
 - Title of Presentation: “Engagement and Outreach to Students and Faculty”
- Hosted & Attended Southeastern Writing Center Association (SWCA)-Georgia “Fall Forum”—September 2019

- Attended Innovations in Pedagogy Conference—May 2019
- Presented at Southeastern Writing Center Association Conference—February 2019
 - Title of Presentation: “Fostering Collaborative, Emotionally-Sustainable Conversations across Campus Units”
- Attended Georgia Tutoring Association “Train the Trainer”—February 2019
- Presented at Georgia Tutoring Association Annual Conference—October 2018
 - Title of Presentation: “Revamping & Reconsidering How to Market Tutoring Centers”
- Presented at International Writing Centers Association Conference—October 2018
 - Title of Presentation: “Defining Community: Establishing & Reestablishing Writing Center Program Identity”
- Attended Innovations in Pedagogy Conference—May 2018
- Attended Southeastern Writing Center Association (SWCA)-Georgia “Tip-Top” Training—March 2018
- Attended Southeastern Writing Center Association Conference—February 2018
- Presented at Georgia Tutoring Association Annual Conference—October 2017
 - Title of Presentation: “Revamping & Reconsidering How to Market Tutoring Centers”
- Attended Green Zone Training—June 2017
- Attended Innovations in Pedagogy Conference—May 2017
- Attended Georgia Tutoring Association “Train the Trainer” Conference—February 2017
- Moderated “Film Noir” panel at Annual English and Philosophy Undergraduate Conference at the University of West Georgia—October 2016
- Attended Georgia Tutoring Association Annual Conference—October 2016
- Attended Safe Zone Training—June 2016
- Attended Innovations in Pedagogy Conference—May 2016
- Attended Southeastern Writing Center Association Conference—February 2016
- Moderated “Vampires in Horror Films” panel at Annual English and Philosophy Undergraduate Conference at the University of West Georgia—November 2015
- Attended Georgia Tutoring Association “Train the Trainer” Conference—October 2015
- Attended UWG Alumni Leadership Conference—May 2015
- Presented at Innovations in Pedagogy Conference—April 2015
 - Title of Panel Presentation: “Seeing the Problem, Finding the ‘Fix’: Navigating Pedagogical and Classroom Quandaries with the Assistance of Academic Support Services”
- Attended Innovations in Pedagogy Conference—April 2014
- Attended Southeastern Writing Center Association Conference—February 2013
- Presented at Annual English and Philosophy Undergraduate Conference at the University of West Georgia—November 2010
 - Title of Presentation: “Let’s Talk About...Sex?: Effectively Teaching Awkward Literary Topics and Implementing Practical Literary Theory in the Secondary Classroom”
- Served as essay judge for *The Big Read* in Carrollton, GA—March 2010
- Attended various UWG-related professional development events (e.g. Engage West, COAH Staff Retreats, etc.)—2015-present

Publications:

- “Engaging with Your Campus Community” (online publication on Georgia Tutoring Association’s website: <http://georgiatutoringassociation.org/2018/06/engaging-with-campus-community/>)—June 2018

Service:

University of West Georgia

- Member of First-Year Seminar Advisory Committee—October 2019-present
- Chair of University Writing Center Advisory Committee—August 2018-present
- Member of TLC Building Committee—March 2018-present
- Member of Graduate School Advisory Board—June 2016-present
 - Subcommittee Member (Graduate School Strategic Plan Committee & Graduate School Program Recruitment Grants Reviewing Committee)—August 2016, February 2017
- Co-chair for Alumni Campus Employees (ACE)—August 2015-July 2017
- Member of QEP Implementation Committee (later Assessment Committee)—January 2015-present
- Taught “Professionalism in the Workplace” workshop (as part of Student to Exceptional Employees program)—Fall 2015, Spring 2016, Fall 2016, Spring 2017, Fall 2017, Spring 2018, Fall 2018, Spring 2019
- Participated in Careers in Student Affairs Panel (for Future Leaders of Student Affairs)—October 2015

- Served as University Writing Center representative for the Ignite Summer Transition Program—May 2013-July 2017
- Member of Grades First Advisory Board-May 2014—September 2014
 - Subcommittee Member (Faculty & Staff Toolbox)—May 2014-September 2014
- Served as representative at “Welcome Station”—August 2013, August 2014, August 2015, August 2016, August 2017, August 2018, August 2019
- Served as judge for Big Night posters—April 2013, April 2014, April 2015
- Served as interviewer for President’s Day Scholarship Day—February 2013, February 2014, February 2015, February 2019
- Facilitated mock job interviews for ENGL 2050 (Self-Staging: Oral Communication in Everyday Life) at University of West Georgia—Fall 2011, Spring 2012, Fall 2012, Spring 2013, Fall 2013, Fall 2015, Spring 2016
- Served on various search committees, including Assistant Director of the Advanced Academy of Georgia, Program Recruiter for the Advanced Academy of Georgia, Coordinator of Learning and Tutoring Programs for the EXCEL Center for Academic Success, and Coordinator of Peer Tutoring for the Center for Academic Success

Technology Skills:

- Microsoft Programs
 - Extensive knowledge of Word, Excel, PowerPoint, Windows 7, and Windows XP
- Promethean software (intermediate)
- SMART Board software (intermediate)
- AccuTrack software (intermediate)
- EAB Navigate software (intermediate)
- D2L/CourseDen (intermediate)
- GoVIEW (intermediate)