

## EDUCATION

---

- MA Arizona State University, Communications** **May 2020**  
Advisor: Dr. Majia Nadesan  
**Thesis Dissertation:**
- Title: “Hanging by a (Reddit) Thread: An Analysis of Gamer Identity Discourse in an Online Forum”
  - Compiled and analyzed data, including word cloud analysis, deductive coding, inductive analysis, and conversation analysis
  - Successfully presented and defended, resulting in publication
- Conference: WSCA 2020 Convention in Denver, CO**
- Panel Presentation: “Bracing for the Backlash: An Analysis of Resistance to Change”
  - Panel Chair
- Research Assistant for Forum on Populism**
- Transcribed audio files from panel discussions to written text for records
  - Completed weekly reports with faculty leading research
- BA Arizona State University, Communications** **May 2018**
- Graduated Summa Cum Laude
  - Moeur Award Recipient for Outstanding Academic Achievement

## TEACHING EXPERIENCE

---

- Arizona State University, Phoenix** August 2022 to May 2023  
**Faculty Associate, New College of Interdisciplinary Arts & Sciences**
- COM 100, Introduction to Human Communication
  - Collaborated on and facilitated curriculum including activities, exams, and lectures
  - Assisted Honors students with special projects and facilitated honors contracts
- Arizona State University, Phoenix** August to December 2018  
**Teaching Assistant, New College of Interdisciplinary Arts & Sciences**
- COM 342, Oral History and Storytelling
  - Developed curriculum of readings, quizzes, essay prompts, and homework
  - Created and revised a syllabus to meet university standards
  - Conducted research on and secured resources for guest speakers and special projects
- Arizona State University, Phoenix** January to May 2017  
**Teaching Assistant, New College of Interdisciplinary Arts & Sciences**
- Assisted in instruction for COM 230, Small Group Communication for a class of 40 students
  - Developed presentations for course material and facilitated class discussions
  - Created, assigned, and graded coursework, including essays, exams, and presentations
  - Maintained a class schedule and assisted with meeting deadlines, taking notes, and holding office hours

## PROFESSIONAL EXPERIENCE

---

**Arizona State University** July 2022 to Present

**Coordinator of Events and Communication**, Lincoln Center for Applied Ethics

- Author print and digital materials highlighting strategic goals and initiatives
- Organize and forecast special projects for the Center
- Manage digital presence for the Center, including web and social media
- Coordinate and execute both virtual and in-person events
- Maintain branding guidelines for the University across publications
- Conduct interviews and communicate across stakeholders

**City of Phoenix, Aviation Department** June 2019 to July 2022

**Management Intern**, Director's Office (Promotion)

- Coordinate and execute Phoenix Aviation Advisory Board meetings
- Conduct research and work on special independent projects
- Design and draft briefing guides, newsletters, and web updates
- Create and maintain department SOPs and R&Rs
- Directly assist executive and middle-manager-level staff with special projects
- Draft and coordinate weekly reports for the department to the Director of Aviation Services and the City Manager's Office

**Administrative Secretary**, Director's Office (Promotion)

- Primary support to the Director of Aviation Services and Assistant Aviation Directors
- Assist with and lead staff meetings by creating presentations, scheduling guest speakers, and taking minutes
- Create and implement department-wide training and supporting resources
- Aviation Department Chair for the 2020 Community Service Fund Drive (CSFD) Campaign, raising over \$36,000 for the department

**Secretary III**, Contracts & Services Division

- Primary support to the Deputy Aviation Director of Contracts & Services
- Assist with monthly staff meetings by tracking and presenting metrics, facilitating presentations, and taking minutes
- Improve and standardize division policies and procedures
- Travel Liaison for the Contracts & Services Division
- Accounts payable (SAP) for the division

**Topgolf Glendale** August 2018 to June 2019

**Administrative Assistant**, Event Sales Department

- Lead administrative assistant responsible for team development and training administrative staff
- Create presentations for staff meetings, give weekly reports, and take minutes
- Events Representative Liaison in monthly inter-departmental meetings
- Primary support to the Director of Sales
- Create presentations for weekly team meetings
- Assist with and facilitate event execution for both corporate and social settings

## LANGUAGES

---

**English:** Native Language

**French:** Intermediate Listener and Speaker, Intermediate Reading and Writing

## SKILLS

---

Project Management	6 Years
Training & Team Development	4 Years
Conducting Research, Writing Reports & Presentations	7 years
Drafting, reviewing & conducting written correspondence	7 years
Marketing, social media management & client interaction	4 years
Event Coordination	5 years
Windows and Mac OS	Advanced
MS Office (Excel, PowerPoint, Word, Publisher)	Advanced
Adobe Creative Cloud (Photoshop, Illustrator, InDesign)	Advanced
Web Administration (SharePoint, WordPress, Drupal)	Intermediate
SAP	Intermediate
Concur	Intermediate
Salesforce	Intermediate

## PROFESSIONAL AFFILIATIONS

---

### **National Communications Association**

Member 2022 – Current

Western States Communication Association

Member 2020 – Current

### **LGBTQ Employee Alliance (City of Phoenix)**

Vice President – July 2021-June 2022

President Elect – July 2022

- Lead board meetings and manage financial decisions for the alliance
- Manage committee activities for all standing committees of the alliance
- Lead and participate in public outreach events and presentations
- Draft, review, and approve newsletter publications and social media posts
- Update and maintain website with current information

## REFERENCES

---

**Elizabeth Grumbach**, Manager for Digital Humanities and Research  
(Current Supervisor)  
Lincoln Center for Applied Ethics  
Arizona State University  
250 East Lemon Street  
Tempe, AZ 85281  
Phone: (480) 727-3015 ext. 73015  
Email: [elizabeth.grumbach@asu.edu](mailto:elizabeth.grumbach@asu.edu)

**Dr. Majia Nadesan**, Affiliated Faculty  
(Former Advisor)  
School of Social and Behavioral Sciences  
Arizona State University  
4701 West Thunderbird Road,  
Glendale, AZ 85306  
Phone: (602) 543-6668  
Email: [majia@asu.edu](mailto:majia@asu.edu)

**Pearl Meza**, Management Assistant II  
(Former Supervisor)  
City of Phoenix, Aviation Department  
Phoenix Sky Harbor International Airport  
2485 East Buckeye Road  
Phoenix, AZ 85034  
Phone: (602) 273-3382  
Email: [pearl.meza@phoenix.gov](mailto:pearl.meza@phoenix.gov)