

KATRINA MILLAN

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I am a passionate, highly-motivated professional with experience editing for a literary organization and instructing writing and editing, who excels at creative problem-solving and flourishes in challenging situations.

RELEVANT WORK EXPERIENCE

SEPTEMBER 2017 • PRESENT

ADJUNCT PROFESSOR • WRITING AND FILM STUDIES, MONTCLAIR STATE UNIVERSITY

- Lecturing on best writing, editing, and proofreading practices
- Working closely with students through several drafts to improve writing
- Giving comprehensive feedback on writing
- Leading collaborative proofreading and editing
- Instructing tone, structure, and clarity of prose
- Keeping up to date with latest shifts in formatting standards and trends
- Using technology creatively in the classroom to engage, inform, and encourage new techniques for discussion and revision
- Meeting with students outside class to improve both comprehension and analysis

SEPTEMBER 2017 • MAY 2019

ADJUNCT PROFESSOR – LITERATURE, KEAN UNIVERSITY

- Designing and implementing original course syllabi and materials
- Lecturing on various literary techniques
- Discussing the importance of representation and intersectionality in children's literature
- Using relevant critical lenses, such as pedagogical, psychological, ethical, etc.
- Exploring different cultures, beliefs, and traditions through literature
- Researching and implementing relevant critical and analytical frameworks for understanding
- Engaging students in open, imaginative, and analytical discussion about the texts

FEBRUARY 2014 • SEPTEMBER 2015

ASSISTANT PROGRAM COORDINATOR / ASSISTANT WEBMASTER (SEPT. 2014 - 2015)

INTERN (FEB. 2014 – SEPT. 2014)

THE CENTER FOR FICTION, NYC

- Proof-reading and copy editing content for general emails and website postings
- Writing website content, including book reviews and program descriptions
- Composing social media, including Tweets, Tumblr and Facebook postings
- Performing HTML editing on digital outlets
- Managing email lists of publishing contacts, authors, members, and schools
- Planning and organizing author events
- Reading and researching literature, authors, and publishers
- Outreach to NYC schools and teachers, including a one-day summer conference

EDUCATION

SEPTEMBER 2015 • MAY 2017

MASTER OF ARTS IN ENGLISH, MONTCLAIR STATE UNIVERSITY

GPA 3.8

SEPTEMBER 2011 • MAY 2014

BACHELOR OF ARTS IN ENGLISH, MONTCLAIR STATE UNIVERSITY

Minor in Studio Arts

♦ REFERENCES AVAILABLE UPON REQUEST ♦