

Areas of Expertise

- Microsoft 365 including Copilot
- Curriculum Development
- Cross-Functional Collaboration
- Digital Learning & eLearning
- Instructional Design
- Mentoring & Coaching
- Performance Evaluation
- Learning & Development Strategy
- Training Program Management
- Educational Technology Integration
- Canvas LMS

Professional Experience

Lead Content Writer at Nulia, Eugene, OR

January 2019 - Present

Developed more than 550 digital learning assets for enterprise software in a SaaS environment from beta to version 3, including instructional videos, article scripts, voiceovers, and HTML to enhance customer proficiency in and adoption of Microsoft 365, including Copilot.

- Transitioned over 400 InDesign and video files into complete HTML pages for the company's enterprise software version 3, creating a standardized process from product ideation to content completion as Lead Content Writer.
- Partnered with Marketing team to provide copywriting and research expertise, implementing and ensuring brand visibility on social media platforms through daily LinkedIn posts to the company page and group as Lead Content Writer.
- Strengthened cross-functional delivery and elevated brand visibility by partnering with Product, Marketing, and Development teams, with voiceover featured in Nulia's flagship marketing video, as Senior Content Writer and onward.
- Advanced from part-time, contributing content writer to full-time lead over the course of seven years as a result of increased leadership skills, familiarity with the company, and professional experience.

Instructor, University of Oregon Religious Studies
Department, Eugene, OR

September 2024 — June 2025

Reviewed lecture materials and facilitated in-depth discussions for over 150 students to enhance understanding of religious history and textual analysis, providing detailed and personalized feedback through comments and face-to-face meetings to support student performance and skill development.

- Led two weekly discussion sections for World Religions: East Asian Traditions, World Religions: Near Eastern Traditions, and Intro to the Bible I courses, and engaging students in course material through diverse classroom approaches, including lectures, large-class discussion, small-group discussion, guided worksheets, and educational games.
- Optimized course outcomes by collaborating with instructor of record in bi-weekly meetings to monitor and address student progress and needs.
- Evaluated student performance through assignment grading with rubrics, written comments, and in-person discussions, and maintained online supplemental course materials in the Canvas LMS.

Led discussion sections, analyzed class texts, and reinforced lecture concepts for more than 500 students over five years to enhance comprehension of argumentative essays, academic writing, and graphic novels.

- Elevated student writing proficiency and research skills by developing and teaching Composition courses WR 121, WR 122, and WR 122z, each course encompassing two 5-week essay cycles which emphasized thesis development, evidence use, source citation, revision, and multimedia integration.
- Led two weekly discussion sections, reinforcing key concepts in Introduction to Comics Studies, for over 100 students across two terms.
- Reviewed, edited, and provided detailed feedback on student essays and other written assignments to improve student learning outcomes in WR 121, WR 122, WR 122z, Introduction to Comics Studies, and Modern American Superhero courses. Designed and maintained online supplemental course materials, including information pages, assignment submissions, and communications, through Canvas LMS.
- Collaborated with instructors in weekly meetings to monitor student progress and address individual learning needs. Strengthened instructional quality by completing instructor training workshops and applying best practices in course design and delivery.

Administrative Assistant, Temple Beth Shalom, Austin, TX

June 2017 — August 2018

Supported office communications, document maintenance, digital and physical file upkeep, website management, and electronic newsletter distribution.

- Met weekly to discuss problems and solutions in organizational events and planning as an invited member of the Operations Team.
- Led planning meetings and collaborated with staff, clergy, and congregants to ensure meaningful and successful events.
- Engaged with congregation and vendors to coordinate events, answer phone calls, field questions, and greet visitors.

Temporary Work, Various

Summer 2013 — June 2017

- Administrative Assistant at Carol Dochen Realtors
- Summer Intern for the Hadassah Brandeis Institute Gilda Slifka Internship
- Research Fellow for the Mellon Undergraduate Research Fellowship at Trinity University

Education & Credentials

Master of Arts in English

University of Oregon, Eugene, OR

Bachelor of Arts in English

Trinity University, San Antonio, TX