

Caitlin (Cait) Dyche

dychec@umich.edu | +1 (719) 651-2468 | 5860 Willowbridge Rd, Ypsilanti, MI 48197

U.S. Citizen

Work Experience

Public Communication & Digital Content:

Freelance

5860 Willowbridge Rd, Ypsilanti, MI 48197 | *Remote*

No Supervisor

Strategic Communications Consultant

Jan 2025 – Present

\$35/hour

- Designed and produced a branded newsletter for the New Jersey Institute for Community Schools (NJICS), including content planning, writing, editing, layout design, and coordinating distribution to a multi-stakeholder audience, increasing engagement and ensuring alignment with organizational priorities.
- Developed website copy, digital content, and program resources for the School Culture and Climate Institute (SCCI), ensuring clarity, accessibility, and consistency with branding across public-facing materials.
- Led content strategy and messaging guidance for clients and partner organizations, helping align communications with organizational goals, reinforce brand identity, and engage diverse audiences.
- Ensured all materials adhered to accessibility standards, style guides, and audience-specific considerations, enhancing clarity, usability, and equity in communications.
- Coordinated across multiple stakeholders, managing timelines, revisions, and approvals to deliver high-quality, polished communications products.

NPS, Network to Freedom National Underground Railroad

National Counsel for Preservation Education (NCPE) Internship

4068 Golden Hill Road, Church Creek, Maryland 21622 | *Remote*

Supervisor: Ms. Amanda Pollock | (207) 412-8623 | Amanda_Pollock@nps.gov

Visual Information Specialist

June – Aug 2022

40 hours per week

\$17/hour

- Led collaborative social media "takeover" campaign culminating in a month's worth of engaging interpretive content shared via the NPS Network to Freedom (NTF) social media accounts and NPS webpages.
- Recruited "takeover" participants via email and live Zoom informational sessions, resulting in 25 Member Sites participating in the first ever NTF social media "takeover".
- Coordinated with participating external organizations on project priorities, work accomplishments, and timelines.
- Coached NTF Member Site personnel on digital content creation through instructional materials and recorded demonstrations, resulting in multiple Member Site personnel producing engaging and dynamic digital content for the first time.
- Collaborated with Member Site personnel on selection of photographs, artwork and graphics used in interpretive social media content.
- Coordinated the submission, editing, and posting of "takeover" content from the multiple member sites.
- Edited submitted content as needed to ensure each interpretive post was informative, engaging, factually accurate, and grammatically correct and that file size and aspect ratios followed best practices.
- Created organization and management protocol for all submitted interpretive content which allowed for an easy transfer of the final stages of the campaign to supervisor when internship ended.
- Created social media posts, independently and with team members, sharing stories of freedom seekers and other prominent historical narratives of the Underground Railroad that raised engagement with the NPS NTF accounts.
- Ensured all communications adhered to NPS and NTF branding guidelines.
- Gained expertise in Section 508 compliance through online training and hands on implementation.
- Made all created and submitted content accessible and 508 compliant, writing alternative text, creating captions, and recording descriptive audio as needed, and uploading social media content to NTF NPS webpages.
- Wrote alternative text for NTF National Underground Railroad Unigrid, ensuring descriptive, accessible language.
- Contributed to discussions and decisions around the sharing of difficult histories at West Coast Scholar's Roundtable event, helping to balance existing organizational relationships with the perspectives of multiple stakeholders.
- Provided strategic advice to supervisor and external personnel on communications strategy, event planning, and website management in line with the program's existing goals and mission.
- Created marketing and information graphics for West Coast Scholar's Roundtable, incorporating bios and headshots sourced from participating scholars, helping to create buzz around the event.
- Drafted an interpretive narrative of a California freedom seeker and shared it in three parts on social media as well as through the creation of a [person asset page](#) via the NPS CMS website platform to increase interest in West Coast Scholar's Roundtable event.
- Wrote news release for Network to Freedom Grant Recipient announcement.
- Drafted and sent NTF newsletter emails via GovDelivery to inform Member Sites and other subscribers of important dates and upcoming events and programs.
- Taught team members how to change a sequence aspect ratio and create and export open captions, closed captions, and audio description in Adobe Premier Pro.
- Taught team member the basics of Adobe Illustrator.

Center for Research on Learning and Teaching (CRLT)

University of Michigan 100 Washtenaw Ave. Ann Arbor, MI 48109-2218 | *Remote*
Supervisor: Dr. Victoria A. Genetin | (734) 763-2878 | vgenetin@umich.edu

Public Scholarship Intern (DEI)

June – Aug 2021
20 hours per week
\$21/hour

- Provided strategic communications advice and assisted with scripting and storyboarding of Inclusive Teaching video essay for CRLT website and instructional workshops.
- Designed & created lower-third graphics and transitions for “Equity-Focused Teaching: Strategies and Practices” video essay collection.
- Carried out oral history interview with CRLT Associate Director for Diversity, Equity, and Inclusion, and analyzed transcript which produced important findings about the Inclusive Teaching Program for Lecturers.
- Collected, drafted, and edited materials for CRLT Inclusive Teaching Program for Lecturers Delphi Award application.

University of Tulsa Athletics – Golden Hurricane Football

The University of Tulsa 800 S Tucker Dr, Tulsa, OK 74104
Supervisor: DJ Welte | dj-welte@utulsa.edu

Coaches' Film Videographer

Aug 2012 – Dec 2013
20 hours per week
\$12.50/hour

- Filmed daily practices and weekly games from multiple angles for coaches and players to review.
- Some of the shots I took during games were used by local television programs who were airing the games.
- Used hand-held camera techniques to shoot highlights during warmup and games for pump-up videos and highlight reels.
- Completed training and certification and gained experience with the operation and use of electric and rough terrain scissor lifts.
- Secured and safely transported video files via various storage devices.

Impact Productions

7814 E 108th St, Tulsa, OK 74133
Supervisor: Ruthie Stanfill

Intern

Sept – Dec 2013
10 hours per week
Unpaid

- Carried out various office duties including filing, inventory, gift wrapping, etc.
- Researched best practices and completed the cleaning of 300+ wax candles that were used as props in the film *The Christmas Candle*.
- Served as an on-set production assistant for a commercial shoot, completing various tasks across productions teams.
- Served as an on-location assistant for a live broadcast and special screening of *The Christmas Candle* ahead of its limited theatrical release.
- Screened an early edit of *The Christmas Candle* and made strategic recommendations for the film's promotional tour and public affair efforts.

Instruction/Teaching/Training:

University of Michigan, Communication and Media & English Language and Literature

500 S State St, Ann Arbor, MI 48109
Supervisor: Dr. Jan Van den Bulck | (734) 615-4038 | jvdbulck@umich.edu

Lecturer I

June – Aug 2024
30 hours per week
\$47/hour

- Course taught: *Media Processes and Effects*.
- Researched, designed, and taught foundational communication and media course for 25 undergraduates which introduced them to the history and landscape of communications studies from the social science perspective.
- Designed and delivered engaging lectures and seminars in communication and media studies, employing diverse teaching methods to cater to different learning styles.
- Developed and implemented needs assessments for program curriculum design, gathering and analyzing data from students, faculty, and industry trends to create relevant and impactful educational programs.
- Developed curriculum materials including syllabi, lecture notes, assignments, and assessments, ensuring alignment with course objectives and academic standards.
- Ensured accessibility through inclusive design principles and providing captioning, alternative text, and audio description as needed.
- Utilized technology effectively in the classroom, integrating multimedia resources, online learning platforms, and interactive tools to enhance student engagement and comprehension.
- Provided timely and constructive feedback on assignments and exams, fostering student growth and academic achievement.
- Mentored and advised students on academic and career-related matters, supporting their personal and professional development.
- Collaborated with colleagues to enhance teaching methodologies, develop interdisciplinary courses, and promote a collaborative academic environment.

Supervisors: Dr. Hollis Griffin | hollisg@umich.edu

Graduate Student Mentor
Aug 2021 – May 2022
10 hours per week

\$45/hour

- Course taught: *Graduate Student Instructor Training Program* (COMM 993).
- Helped plan and facilitate graduate student instructor (GSI) onboarding for Communication & Media department.
- Designed and taught course for first-time GSIs in the Communication and Media department covering a range of teaching tools, methods, and challenges, developing students' pedagogy, and helping to inform their personal teaching philosophy.
- Emphasized the importance of accessibility and equity in course design, discussion leading, and classroom management, and expanded course content around these topics at students' request.
- Advised and supported Communication and Media GSIs on issues that arose in their classrooms, in their interactions with students, and in their interactions with faculty leads.
- Designed and managed Canvas course site which gave students centralized, easy access to all course materials and additional teaching resources and modeled design practices that they could employ on their own course sites.
- Received positive evaluations from students, peers, and supervisor for teaching effectiveness, communication skills, and subject matter expertise.

Supervisor: Dr. Theresa Tinkle | tinkle@umich.edu

Lead Instructor
Aug 2022 – Dec 2022
20 hours per week
\$45/hour

- Course taught: *Digital Values (& how to use them)* (ENG 125).
- Researched, designed, and taught topical writing course for 18 first-year undergraduates which introduced them to a variety of writing formats and rhetorical positions and prepared them for college level writing expectations.
- Implemented policies around grading, revision, deadlines, and class attendance that advanced course accessibility and equity.
- Designed and lead in-class analysis and writing workshops that culminated in students writing long-form discourse analysis papers.
- Developed multimodal writing assignments to motivate students' practical application of topical material and assisted students with their execution via digital design workshops.
- Incorporated digital accessibility best practices into course material and course assignments, teaching students how to ensure their digital texts are fully accessible.
- Tutored and mentored students in weekly virtual office hours, offering 1-on-1 instruction, assignment feedback, content discussion, and a friendly, welcoming space.
- Designed and maintained Canvas course site which gave students centralized, easy access to all course materials and additional writing resources.
- Received positive evaluations from students and supervisor for teaching effectiveness, communication skills, and subject matter expertise.

Graduate Student Instructor
Aug 2018 – May 2024
20 hours per week
\$45/hour

Supervisors: Dr. Susan Douglas | (734) 615-9850 | sdoug@umich.edu
Dr. Jimmy Draper | draper@umich.edu
Dr. Apryl Williams | aprylw@umich.edu
Dr. Derek Vaillant | (734) 615-0449 | dvail@umich.edu
Dr. Kristin Drogos | kdros@umich.edu
Mr. Rob Yoon | yooner@umich.edu
Dr. Scott Campbell | (734) 764-0423 | swcamp@umich.edu (current, may contact)

- Courses taught: *Sports, Media, and Culture*; *The Rise and Demise of Mass Culture*; *Covering Presidential Campaigns*; *Social Networks*; *Critical Internet Studies*; *The Media Past and Present*; *Media Processes and Effects*.
- Delivered lectures and demonstrations, lead discussions and activities, and created and hosted synchronous and asynchronous webinars for ~500 students across 7 courses covering multiple communication and media topics (hybrid, remote, & in-person).
- Facilitated writing, editing, and peer review workshops for ~200 students that worked to scaffold long-form writing assignments and highlight the importance of revision in the writing process for semesters.
- Interpreted and communicated dense, complicated, and technical research findings into plain language so that students could better access and engage with the material.
- Researched, designed, and recorded weekly videos and discussion activities for ~75 students to help them apply lecture material to news articles/broadcasts, current events, and popular media and to develop their observational, analytical, and critical thinking skills.
- Tutored and mentored students in weekly office hours (in-person and online via Zoom), offering 1-on-1 instruction, assignment feedback, content discussion, and a friendly, welcoming space.
- Navigated difficult conversations with students around course grades and ideologically challenging content.
- Engaged in self-assessment via CRLT observations and consultations, as well as mid-semester feedback from students, to better align my teaching methods with students' needs and researched best practices.
- Designed and managed Canvas course sites which gave students centralized, easy access to all course materials, reading and assignment deadlines, additional resources, and relevant real-world examples of course concepts/topics.
- Ensured accessibility through inclusive design principles and providing captioning, alternative text, and audio description as needed.
- Evaluated curriculum and presented actionable improvements for course material and assignments.

- Incorporated supervisor and learner feedback to continually improve course materials, assignments, and activities for improved knowledge retention and implementation.
- Established relations with media representatives and brought them in to speak to with students about their work.
- Received positive evaluations from students, peers, and supervisors for teaching effectiveness, communication skills, and subject matter expertise.

Arizona State University, Film and Media Studies Program

1102 S. McAllister Avenue Room 170 Tempe, AZ 85281 | *Remote*

Supervisor: Dr. Julia Himberg | julia.himberg@asu.edu

Faculty Associate

Aug 2022 – Present

10 hours per week

\$40/hour

- Courses taught: *Emerging Digital Media*, *Television Studies*, *World War II in Film*, and *U.S. Media Industries*.
- Instructed multiple semesters of asynchronous online courses in ASU's online Film and Media B.A. & M.A. programs.
- Tutored and mentored students in weekly virtual office hours offering 1-on-1 instruction, assignment feedback, content discussion, and a friendly, welcoming space.
- Added closed captions to pre-recorded course lectures and advocated for the implementation of closed captions, alternative text, audio description, and accessible versions of text-based documents across all online audiovisual course content to advance accessibility via inclusive design.
- Kept online course pages and materials up to date / working properly.
- Received positive evaluations from students and peers for teaching effectiveness, communication skills, and subject matter expertise.

University of Alabama, Journalism & Creative Media

Reese Phifer 490 Box 870172 Tuscaloosa, AL 35487

Supervisors: Dr. Kristen Warner | (205) 348-8655 | kwarner@ua.edu

Dr. Matthew Thomas Payne | matthewpayne@nd.edu

Teaching Assistant

Aug 2015 – May 2017

10 hours per week

\$20/hour

- Courses taught: *Introduction to Storytelling* and *Film Theory and Criticism*.
- Tutored and mentored students in weekly office hours, offering 1-on-1 instruction, test-prep materials and suggestions, course content discussion, and a friendly, welcoming space.
- Designed and presented 4 guest lectures to classes of ~75 to ~150 students on various topics in film and television.
- Graded weekly discussion posts, offering feedback for contribution and communication improvements, and responding to students' thoughts and questions about course material.

University of Tulsa Summer Film Camp

800 S Tucker Dr, Tulsa, OK 74104

Supervisor: Dr. Michael Wright

Assistant Counselor

13-17 July 2013

10 hours per day

\$800

- Taught various aspects of video production (writing, pitching, storyboarding, lighting, set design, directing, editing) and the technical skills to use cameras, microphones, and lighting kits to ~20 campers, culminating in the production of four short films which screened at the end of the camp.
- Screened and engaged students in discussion of films focusing on theory, cinematography, and editing techniques to motivate critical examination of the texts as well as the application of concepts, methods, and visual choices in their own short films.

Lewis-Palmer School District 38

146 N Jefferson St Monument, CO 80132-0040

Supervisor: Julie Race

2014/2015 Substitute Paraprofessional

June 2014 – July 2015

~40 hours per month

\$9.75/hour

- Worked with diverse groups and individual students as a paraprofessional at multiple schools in the Lewis-Palmer School District.
- Assisted with classroom behavior management in pre-school, elementary, middle, and post-high school programs.
- Provided instructional support to students 1-on-1 and in small groups.
- Worked to minimize distractions and disruptions in classrooms and other learning environments.
- Assisted teachers with the tracking of student progress.
- Prepared classroom equipment and technology as needed.
- Supported individual students with emotional expression and regulation and offered emotional support when needed.

Research & Project/Event Management:

PhD Researcher | University of Michigan

500 S State St, Ann Arbor, MI 48109

NEH | Co-Created Inclusive Digital Museum Audio Project

Supervisor: Prof. Audrey Bennett | agbennet@umich.edu

Research Assistant

March – Aug 2023

10 hours per week

\$15/hour

- Analyzed transcripts from a W-ICAD (workshop on the inclusive co-creation of audio description) session carried out at the Smithsonian Art Museum, leading to significant contributions to the resulting paper's analysis section, including analytical findings and interpretation, as well as outlining key points for enhanced clarity.
- These contributions resulted in the upcoming publication of the paper "I see what you're saying" in the International Journal of the Inclusive Museum, highlighting the ability to translate research into scholarly contributions.
- Helped organize and facilitate a symposium and W-ICAD session at UMMA (University of Michigan Museum of Art), implementing effective teamwork, event coordination, and research abilities.
- Furthered the development and deployment of the W-ICAD model, aimed at being utilized by art institutions globally to increase access successfully and justly to visual art, showcasing a passion for equitable accessibility and an aptitude for innovation in these areas.

MSRW | Media Studies Research Workshop

Supervisors: Dr. Hollis Griffin | hollisg@umich.edu

Dr. Megan Ankerson | (734) 763-2145 | ankerson@umich.edu

Graduate Student Member

Oct 2017 – May 2024

2 hours per week

Unpaid

- Lead and participated in interdisciplinary teams leveraging diverse expertise and resources for complex research questions.
- Presented project ideas and works-in-progress to faculty and graduate students across multiple disciplines.
- Offered critical feedback and made literature suggestions for faculty and student research projects.
- Mentored junior graduate students.

M2E2 Lab | Mindless Media Exposure & Effects Research Lab

Supervisor: Dr. Jan Van den Bulck | (734) 615-4038 | jvdbulck@umich.edu

Graduate Student Member

Sept 2017 – May 2023

4 hours per week

Unpaid

- Contributed to multi-survey pilot project testing a new theory on "mindless" media use.
- Lead collaborative exploratory project examining the role of media in maintaining cultural heritage for those displaced from their native culture through semi-structured interviews.
- Presented methodological options for a project examining changes in viewing behaviors during times of crisis.
- Ensured that projects proceeded in a manner consistent with the discussed objectives, costs, and schedules.
- Researched and ensured strict adherence to Institutional Review Board (IRB) regulations, conducting comprehensive risk and privacy assessments to manage and mitigate potential data privacy and security risks, thereby safeguarding participant confidentiality and compliance with ethical research standards.
- Collaborated with IRB personnel in tracking the implementation and revision (as needed) of risk mitigation for research participants and the privacy and security of collected data.

Independent Projects

Supervisors: Dr. Hollis Griffin | hollisg@umich.edu (**current, may contact**)

Dr. Jan Van den Bulck | (734) 615-4038 | jvdbulck@umich.edu

Lead Researcher

Sept 2017 – May 2024

15 hours per week

Unpaid

- Conducted in-depth literature reviews to identify gaps in existing research and synthesize relevant findings and theories.
- Conducted thorough needs assessments for research projects, identifying key objectives, target populations, and resource requirements to ensure alignment with project goals and stakeholder expectations.
- Researched, created, and managed project budgets, ensuring accurate allocation of resources and adherence to financial constraints, resulting in successful project completion within budgetary limits.
- Secured external funding through grant proposals justifying the importance of research studies.
- Presented project findings at meetings and three international conferences, communicating complex ideas to diverse audiences.
- Designed, collected data, and documented procedures for interviews, field observations, and surveys.
- Analyzed quantitative data using multivariate statistics in R; analyzed qualitative data using critical discourse analysis.
- Created and maintained digital archives and databases for the storage of study data.
- Managed multiple research projects simultaneously by developing and implementing strict schedules and deadlines.
- Developed a comprehensive dissertation proposal, including a detailed literature review, research questions, methodology, and chapter breakdown, successfully gaining approval from dissertation committee.
- Changed dissertation objects and workflows to balance project objectives with the constraints applied by the COVID 19 pandemic to optimize effectiveness of time usage and complete chapters within approved deadlines.
- Designed and implemented robust research methodologies, including critical and qualitative data collection techniques, to address the central research questions effectively.
- Conducted extensive data collection through interviews, digital text archiving, and video game gameplay, ensuring the integrity and reliability of gathered data.
- Performed rigorous data analysis using critical discourse and platform analyses to interpret results and draw meaningful conclusions that contribute to the field.
- Managed the dissertation project timeline, setting and meeting milestones to ensure timely completion and submission.

- Engaged in regular consultations with academic advisors and committee members to refine research direction and incorporate feedback.
- Developed and applied an affective theoretical framework to assess the impact of digital narratives on historical consciousness and how they contribute to a more nuanced understanding of the complexities inherent in the American experience.
- Established and maintained relationships with media and cultural representatives who participated in interviews for research projects.
- Conducted and analyzed data from interviews with museum and urban park curators and digital media directors that offered new insights into the way cultural institution personnel are thinking about visitor photography, social media, and the transmission of institutional meaning.
- Performed critical discourse analysis, visual analysis, webpage analysis, and field observations for various projects.
- Completed cultural genre analysis of Netflix taste communities to better understand the way media distributors are imagining digital audiences.

MA Researcher | University of Alabama

Reese Phifer 490 Box 870172 Tuscaloosa, AL 35487

Collaborative Projects

Supervisor: Dr. Scott Parrott | (205) 348-8612 | msparrott@ua.edu

Co-Author

April 2017 – August 2017

10 hours per week

\$20/hour

- Coded and analyzed textual and visual representations of US military veterans from state and national news organizations' Twitter posts.
- Collaborated with a team of researchers to publish two studies in peer-reviewed social science journals:
 - Parrott, Scott, David L. Albright, Caitlin Dyche, and Hailey Grace Steele. "Hero, charity case, and victim: How US news media frame military veterans on Twitter." *Armed Forces & Society* 45, no. 4 (2019): 702-722.
 - Parrott, Scott, David L. Albright, Hailey Grace Steele, and Caitlin Dyche. "The US military veteran in news photographs: Representation and stereotypes." *Visual Communication Quarterly* 26, no. 2 (2019): 79-90.

Independent Projects

Supervisors: Dr. Kristen Warner | (205) 348-8655 | kwarner@ua.edu

Dr. Andrew Billings | (205) 348-8658 | acbillings@ua.edu

Lead Researcher

Aug 2015 – Aug 2017

20 hours per week

Unpaid

- Designed, collected data, and documented procedures for panel surveys, cross-sectional surveys, and experiments.
- Conducted in-depth literature reviews to identify gaps in existing research and synthesize relevant findings and theories.
- Analyzed quantitative data using multivariate statistics in SPSS and identified key insights that addressed study questions and objectives.
- Communicated complex information via accessible written reports and user-friendly data visualizations.
- Conducted longitudinal study investigating the effects of binge watching a revival mini-season of a popular, long-running television series on fans' parasocial relationships to series characters.
- Researched and ensured strict adherence to Institutional Review Board (IRB) regulations, conducting comprehensive risk and privacy assessments to manage and mitigate potential data privacy and security risks, thereby safeguarding participant confidentiality and compliance with ethical research standards.
- Researched the origin myths of and conducted field observations at the Telluride Film Festival.
- Performed comparative historical genre analysis of the US Western and the Chinese wuxia-pian.
- Presented original work at local and national conferences.

Beyond the Straight and Narrow Symposium & Documentary

University of Michigan 500 S State St, Ann Arbor, MI 48109

Supervisor: Dr. Katherine Sender | (607) 255-1581 | ks785@cornell.edu

Event & Production Assistant

Feb – April 2018

60 hours

\$20/hour

- Organized and managed budget and paperwork for travel itineraries, meals, lodging, and honoraria for 6 visiting scholars.
- Researched and procured best-value contracts for printed marketing materials, staying within approved budget.
- Coordinated technology and equipment needs with symposium venue personnel.
- Coordinated the scheduling of the symposium and post-symposium meal with external venues, procured necessary resources such as seating, tables, audiovisual equipment, reservation, and celebratory dessert, and maintained clear communication with external personnel to manage budgetary constraints and adhere to approved schedule.
- Created text, photo, and video content during the symposium and shared it live on departmental social media feeds to create additional buzz around the event and the forthcoming documentary.
- Procured mastered video files, uploaded them to a shared cloud site, and managed their storage through the creation of a digital organization system.
- Served as set assistant during filming of interviews with visiting scholars, supporting personnel needs including nutrition, appearance, and mood management as well as assisting with set design and camera adjustments.

- Planned and coordinated 2.5 days’ worth of meals, snacks, and refreshments for visiting prospective students.
- Created individualized itineraries for visiting prospective students, considering their differentiated arrival and departure times as well as the specific faculty with whom they requested to speak.
- Created short bios for each visiting student drawn from their application materials and shared them as preparatory materials for departmental faculty and graduate students.
- Managed per-diem food budget and procured contracts with multiple restaurants and caterers that fell within those constraints.
- Organized campus tour led by knowledgeable and friendly graduate students and procured additional funds for an included coffee break.

Publishing/Editing:

Journal of Computer-Mediated Communication, Oxford University Press
Assistant
Great Clarendon Street Oxford, OX2 6DP United Kingdom | *Remote*
Supervisor: Dr. Nicole Ellison | (734) 647-1430 | jcmc-editor@umich.edu

Editorial

July 2021 – May 2022
15 hours per week
\$22.50/hour

- Reviewed and proofread manuscripts for grammar, style, scholarly contribution, and adherence to journal guidelines, ensuring high-quality submissions.
- Facilitated effective communication between authors, reviewers, and editors, demonstrating strong interpersonal skills and attention to detail.
- Tracked the submission and peer-review process, determining reviewer selection and feedback deadlines and maintaining organized records of manuscripts, reviewer feedback, and editorial decisions.
- Conducted literature searches and fact-checking to ensure accuracy and credibility of content, contributing to the overall quality of published articles.
- Collaborated with editors to format and prepare manuscripts for publication, adhering to journal style guidelines and industry standards.
- Coordinated the peer-review process, including selecting and communicating with reviewers, managing deadline compliance, and facilitating constructive feedback.
- Developed and implemented new editorial policies and procedures to balance workflow, increasing the efficiency of operations and the effectiveness of personnel utilization.
- Stayed informed about developments in the field, identifying potential topics and authors for future issues to support editorial planning.
- Contributed to development and deployment of performance measures to monitor the publication process, changes in journal impact, and breadth of published work in support of editorial team’s strategic goals.
- Handled correspondence, maintained databases, and prepared editorial reports.
- Promoted the journal through various channels, including social media, to increase visibility and engagement within the academic community.

Education

Doctor of Philosophy in Communication & Media (ABD) | University of Michigan
500 S State St, Ann Arbor, MI 48109
Master of Arts in Communication and Media
Museum Studies Graduate Certificate

Began: Sept 2017
Discontinued: May 2024
Jan – May 2024
Sept 2019 – Dec 2022
GPA: 3.94 (Summa Cum Laude)

Completed Coursework:

- Quantitative Research Methods
 - Qualitative Research Methods
 - Mobile Communication
 - Museum Studies Proseminar I & II
 - Prospectus Writing
 - Methods in Sociocultural Anthropology
- Quantitative Communication Theory
 - Qualitative Communication Theory
 - TV Genres
 - Theorizing Place
 - Teaching Writing
 - Seminar for Instructors
- First Year Research Project
 - Media, Time, and Digital Life
 - Social Media Studies: Theory and Research
 - Researching & Teaching Digital Literacies
 - Dissertation Writing

Master of Arts in Telecommunication and Film | University of Alabama
Reese Phifer 490 Box 870172 Tuscaloosa, AL 35487

Aug 2015 – May 2017
GPA: 4.0 (Summa Cum Laude)

Completed Coursework:

- Quantitative Research Methods
- Communication, Technology, and Culture
- Seminar in American Cinema
- Quantitative Communication Theory
- Video Essay
- Statistics w/ Applications
- Film Festivals and Independent Cinema
- Media Effects

Bachelor of Arts in Film Studies | University of Tulsa
800 S Tucker Dr, Tulsa, OK 74104

June 2010 – May 2014
GPA: 3.87 (Magna Cum Laude)

Minor in Psychology

Honors: Dean's List, President's Class, Conference USA Commissioner's Academic Medal

Completed Coursework in Major:

- Introduction to Filmmaking
- Introduction to Film Scoring
- Scripting for Young Audiences
- Documentary Experience in Film and Video
- Film Theory and Criticism
- Narrative Film Production I
- Film Genres: The Western
- Film Genres: Noir to Neo-Noir
- Sci-Fi, Horror, and Archaic Religion
- Film Genres: Adventure, Law, and Crime
- Film History
- Advanced Video and Film Seminar
- German Film

High School Degree | Lewis Palmer High School
1300 Higby Rd, Monument, CO 80132

Aug 2006 – May 2010

Volunteer & Service Work

Communication & Media DEI Committee | University of Michigan

Graduate Student Founding Member

500 S State St, Ann Arbor, MI 48109

Nov 2020 – Aug 2021

Supervisor: Dr. Sonya Dal Cin | (734) 615-0380 | sdalcin@umich.edu

5 hours per week

- o Contributed to the creation of faculty research, graduate student research, and graduate student service DEI awards.
- o Contributed to creation of DEI Committee mission statement, goals, and objectives.
- o Collected data and conducted needs assessment to determine potential committee goals/objectives and provide justification for the importance of each goal/objective as well as the existing and potential consequences for the different graduate student groups if each goal/objective were not pursued by the committee.
- o Communicated graduate student DEI concerns to committee members and advocated for actions, programs, and policies to help address them.
- o Helped establish international student liaison position within the department.
- o Advocated for implementation of mandatory DEI trainings for all departmental instructors.

'Stories from Main Street' | Great Lakes Maritime Heritage Center

Graduate Student Consultant

500 W Fletcher St, Alpena, MI 49707

Jan – April 2020

Supervisor: Brad Taylor | bttaylor@umich.edu

5 hours per week

- o Constructed three potential exhibit strategies for deploying mini oral histories focused on historical and present-day small-town life in Alpena, including construction of exhibit text and mock-ups of visual and aural designs.
- o Researched and implemented best practices for exhibiting aural materials as well as augmented and virtual reality in museum spaces in exhibit designs.
- o Evaluated existing museum space and resources for feasibility and placement of new audiovisual exhibit.
- o Interfaced with and collected details from museum personnel at various institutions, including Michigan Humanities and the Smithsonian.
- o Analyzed and managed foundational exhibit data, mining insights to ensure decisions around final exhibit designs were informed and data driven.

GEO | Graduate Employees' Organization, AFT-MI Local 3550

213 W Liberty St Ste 10, Ann Arbor, MI 48104

Communications Committee

Member

Jan 2021 – Sept 2023

5 hours per week

- o Contributed to organizational communications strategy to increase member engagement and awareness of union activities.
- o Drafted, edited, and distributed digital communications, ensuring content was clear, accessible, and compliant with union guidelines.
- o Collaborated on reorganization of the union website to improve content management and create a more intuitive navigation structure for users.

- Ensured accessibility standards were met in digital and visual communications, including alternative text, color contrast, and screen reader compatibility.
- Coordinated with committee members to develop communications campaigns supporting contract negotiations, union initiatives, and member mobilization.

Grievance Committee

Co-Chair & Member
Sept 2018 – May 2021
8 hours per week

- Served as elected representative and co-chair of the Grievance Committee, representing graduate employees in formal grievance procedures and hearings.
- Developed working relationships with University Human Resources leadership to facilitate fair and timely resolution of disputes.
- Prepared documentation, correspondence, and case materials for grievance hearings in compliance with collective bargaining agreement requirements.
- Served as spokesperson and counsel during grievance proceedings, advising members on procedures, interpreting contract language, and presenting formal arguments.
- Maintained accurate records of grievances and outcomes to ensure compliance with union bylaws and University policies, and to inform/support proposals for future bargaining campaigns.
- Educated members on grievance procedures and rights under the collective bargaining agreement through written resources, consultations, workshops, and community-building events.

Peabody Awards Screening Committee | Peabody Awards, University of Georgia

120 Hooper Street, Room 320 Athens, GA 30602-3018 USA

Supervisor: Dr. Devon Powers | (734) 764-7010 | powersdj@umich.edu

Committee Member
Nov 2023 – Feb 2024
8 hours per week

- Screened and evaluated 19 submissions in the “Arts” category for the 2023 Peabody Awards
- Tracked individual evaluations and thoughts for each submission on shared google sheet
- Discussed ratings of all submissions with 3-person committee, reaching consensus on final scores and rankings for each contender

Student Filmmaking | University of Tulsa

800 S Tucker Dr, Tulsa, OK 74104

Pre-Production/Production/Post-Production Crew Member
Aug 2011 – May 2014
5 hours per week

- Assisted on film sets for fellow classmates (director of photography, set design, wardrobe, continuity, etc.)
- Scripted, led the production of, and edited a television pilot episode

Professional Development & Leadership

Dissertation Writing Group | University of Michigan Sweetland Writing Center

105 S State St, Ann Arbor, MI 48109

Supervisors: Apryl Conway & Stephanie Moody | arconway@umich.edu, slmoody@umich.edu

Group Leader
Jan – May 2024
8 hours per week

- Planned, coordinated, and managed weekly meetings of 5 graduate students who took turns sharing sections of their dissertations/prospectuses and received written and oral feedback from fellow graduate students
- Created shared digital schedule of meetings and sent group and individual reminders to members about meeting times/locations and writing deadlines, ensuring adherence to agreed upon schedule
- Created and maintained shared writing tracking sheets to help motivate members' daily writing via group accountability and positive visual reinforcement
- Facilitated the creation of a group writing goal and motivated goal-reaching with a celebratory reward
- Celebrated member successes via group communication channels to support positive and uplifting group culture

Division 1 (D1) Intercollegiate Volleyball | University of Tulsa

Reynolds Center, 3208 E 8th St, Tulsa, OK 74104

Head Coaches: Ed Allen | (618) 453-5473 | edwin.allen@siu.edu

Steven McRoberts | (417) 836-8384 | StevenMcRoberts@MissouriState.edu

Walk-on Athlete
July 2010 – Feb 2012
~35 hours per week

- Successfully earned a walk-on position on the Division 1 Golden Hurricane Volleyball team, demonstrating exceptional athletic ability, perseverance, and dedication
- Committed 10(off-season) to 35(in-season) hours per week to rigorous training, practice, and competition while maintaining a full academic course load and a 3.5+ GPA to ensure continued reception of academic scholarships
- Exhibited strong teamwork and communication skills, contributing to the overall success and cohesion of the team
- Developed and implemented personal strategies to improve performance and achieve competitive goals
- Demonstrated leadership and mentorship by guiding and supporting new team members in acclimating to the demands of D1 athletics
- Consistently adhered to high standards of discipline, time management, and work ethic, balancing the demands of athletics and academics
- Earned a varsity letter by participating in numerous D1 competitions, contributing to the team's achievements, and gaining valuable experience in high-pressure environments

- Engaged in community outreach and volunteer activities organized by the team, fostering a positive relationship between the team and the local community.
- Honored with Conference USA Commissioner's Academic Medal, highlighting academic dedication, performance, and achievement within the Conference USA athletic community
- Enhanced physical and mental resilience through continuous training and participation in competitive events, preparing for challenges both on and off the field

Club Volleyball | Stellar Volleyball Club, Colorado Classix Volleyball Club, Monument Volleyball

Head Coaches: Scott Nelson | (719) 287-5851

Kyle Robinson | (203) 582-5313

Various Others

Team Captain/Leader

Jan 2005 – June 2010

~10 hours per week

- Demonstrated leadership by guiding and motivating teammates throughout practices, skills camps, and games.
- Fostered a positive and passionate team culture by promoting sportsmanship, teamwork, and mutual respect.
- Communicated effectively with coaches and team members to ensure alignment on goals and game plans.
- Motivated teammates to compete at the best of their abilities by supporting them with positive communication.
- Led team meetings to discuss game strategies, analyze opponents' strengths and weaknesses, and boost team morale.
- Acted as a liaison between coaching staff and players, conveying feedback and ensuring adherence to team policies and expectations.

Varsity Volleyball | Lewis-Palmer High School

1300 Higby Rd, Monument, CO 80132

Head Coach: Susan Odenbaugh | (719) 339-5490

Team Captain/Leader

June 2008 – Nov 2009

~15 hours per week

- Demonstrated leadership by guiding and motivating teammates throughout practices and games.
- Organized team strategies and tactics, contributing to a 2% increase in match wins over the season.
- Fostered a positive and passionate team culture by promoting sportsmanship, teamwork, and mutual respect.
- Spearheaded the development of season-long team goals and tracked each goal during team meeting following every match.
- Communicated effectively with coaches and team members to ensure alignment on goals and game plans.
- Led team meetings to discuss game strategies, analyze opponents' strengths and weaknesses, and boost team morale.
- Motivated and communicated with teammates to ensure prompt, dedicated attendance at optional summer weightlifting and open gym sessions.
- Acted as a liaison between coaching staff and players, conveying feedback and ensuring adherence to team policies and expectations.
- Received recognition for outstanding sportsmanship and leadership, contributing to team awards and achievements.
- Earned varsity letter for three seasons, signifying dedication, skill, and significant contribution to the team's success.
- Set and held varsity career setting record for 5+ years.

Varsity Lacrosse | Lewis-Palmer High School

1300 Higby Rd, Monument, CO 80132

Head Coach: Nancy Fritzsche

Team Leader

Jan 2007 – May 2010

~10 hours per week

- Demonstrated leadership by guiding and motivating teammates throughout practices and games.
- Fostered a positive team culture by promoting sportsmanship, teamwork, and mutual respect.
- Communicated effectively with coaches and team members to ensure alignment on goals and game plans.
- Led team meetings to discuss game strategies, analyze opponents' strengths and weaknesses, and boost team morale.
- Received recognition for outstanding sportsmanship and leadership, contributing to team awards and achievements.

Volleyball Coaching | Colorado Classix Volleyball Club, Tulsa Volleyball Club, Ann Arbor Rec & Ed

Supervisor(s): Scott Nelson | (719) 287-5851

Mark Mann | (918) 231-1147

Karen Draves | draves@aaps.k12.mi.us

Head Coach

Dec 2014 – June 2015

Jan 2013 – June 2013

Aug – Nov 2018

- Developed and implemented comprehensive training programs that improved team performance and player skills.
- Conducted skill assessments and tailored coaching strategies to individual player strengths and areas needing improvement, fostering overall team development.
- Planned and executed effective practice sessions focusing on fundamental skills, game tactics, and conditioning, leading to enhanced player proficiency and team cohesion.
- Analyzed game footage and provided constructive feedback to players, facilitating continuous improvement and strategic adjustments during matches.
- Motivated and inspired athletes through positive reinforcement, constructive criticism, and a commitment to personal and team success.
- Managed team logistics including scheduling practices, coordinating tournaments, and overseeing equipment maintenance to ensure optimal team preparedness.
- Cultivated a positive team culture emphasizing sportsmanship, respect, and teamwork, resulting in a cohesive and supportive team environment.
- Communicated effectively with parents, school administration, and league officials to ensure transparency, adherence to rules, and support for team activities.

Teaching Workshops attended:

- Exploring Alternative Grading Strategies
- Frameworks for Learner-centered & Equity-focused Syllabus Design
- Teaching for Accessibility
- Access Questioning: A Critical Reflective Practice for Equity-focused Teaching
- Principles and Practices of Anti-Racist Pedagogy
- Applying Anti-Racist Pedagogies: Developing a Critical Reflective Practice
- Making the Most of Hot Moments in the Classroom
- Teaching for Equity in Remote Contexts
- Trauma-Informed Pedagogy and Healing-Centered Engagement
- Let's Make a Screencast
- Teaching with Technology: Incorporating Digital Media
- Observing Classes & Conducting Midterm Student Feedback Sessions
- Consulting with GSIs

AOIR Conference Doctoral Colloquium | Association of Internet Researchers

Doctoral Candidate Participant

Grangegorman Lower, Dublin 7, D07 H6K8, Ireland

Nov 1, 2022

Group Mentor: Jenny Sundén | jenny.sunden@sh.se

8 hours

- Participated in an intensive 8-hour doctoral colloquium focused on cutting-edge research in internet studies, methodology, and academic publishing.
- Engaged in peer-to-peer discussions and feedback sessions with international doctoral candidates to refine research design, presentation, and theoretical framing.
- Received mentorship and guidance from Jenny Sundén, strengthening understanding of digital research ethics, qualitative methods, and networked research communities.

Sweetland Center for Writing Fellows Seminar | University of Michigan

Junior Fellow

105 S State St, Ann Arbor, MI 48109

Jan – Aug 2022

Supervisor: Teresa Tinkle | tinkle@umich.edu

2 hours per week

- Completed weekly professional development sessions focused on writing pedagogy, feedback strategies, and student engagement.
- Collaborated with faculty and peers to design and deliver effective, scaffolded writing instruction in undergraduate classrooms.
- Developed skills in inclusive pedagogy, accessibility in teaching, and integrating digital tools for writing support.

28th Telluride Film Festival Student Symposium | Telluride Film Festival

Member

300 Mahoney Dr # C1, Telluride, CO 81435

Sept 1-5, 2016

Symposium Leaders: Linda Williams | lwillie@berkeley.edu

12 hours per day

Howie Movshovitz | howard.movshovitz@ucdenver.edu

- Participated in a five-day, full-time student symposium exploring film theory, history, and criticism under the guidance of experts Linda Williams and Howie Movshovitz.
- Analyzed and discussed films, prepared written reflections, and presented insights to peers and faculty, deepening critical analysis and media literacy skills.
- Engaged in networking and mentorship opportunities with leading scholars and industry professionals in film studies.

Skills & Literacies

Hard Skills	Transferable Skills	Digital Literacies
Data Analysis/Evaluation	Problem-Solving	G Suite
Data Management	Strategic Thinking	Microsoft 365
Data Visualization	Critical Thinking	Adobe Creative Suite
Performance Tracking	Systems Thinking	Final Cut Pro
AP, APA, MLA, & Chicago Citation Styles	Scheduling/Coordination	Final Draft
Classroom Management	Mentoring	Qualtrics
Curriculum/Instructional Design	Communication	R
Section 508 Accessibility Standards	Time & Budget Management	SPSS
Audio/Video Editing	Relationship Building	Gephi
Audio/Video Production	Leadership/Decision Making	WordPress/Elementor
Project Management	Teamwork/Collaboration	Hootsuite
Website Maintenance	Creativity	Canva
Interpretation	Attention to Detail	Canvas (LMS)
Copyediting / Proof Writing	Adaptability	GovDelivery
Editing	Cultural Humility	ChatGPT

References

Amanda Pollock | Public Affairs Officer, Acadia National Park, National Park Service

Relationship: Former Supervisor

(207) 288-8806 | amanda_pollock@nps.gov

Liz Hansen | Co-Director at the School, Culture, and Climate Initiative

Relationship: Client

(862) 222-6389 | liz@schoolcultureandclimate.org

Dr. Jan Van den Bulck | Chair & Professor of Media Psychology, Department of Communication and Media, University of Michigan

Relationship: Former Advisor

(734) 615-4038 | jvdbulck@umich.edu

Dr. Hollis Griffin | Associate Professor, University of Michigan

Relationship: Former Advisor

hollisg@umich.edu