Amanda Skrobacki, M.A.

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# EDUCATION

# Old Dominion University- *Norfolk, VA*

Master of Arts 08/2012

Concentration in Applied Linguistics

Dual Emphases in Sociolinguistics and Teaching English to Speakers of Other Languages

Institutional Honors: Cum Laude

Bachelor of Arts 05/2009

 **Major in English Linguistics**

 **Minor in French**

Institutional Honors: Cum Laude

# PROFESSIONAL SKILLS

* Heightened cultural awareness
* Analytic reasoning skills
* Insightful observation skills
* Powerful communication skills

**RESEARCH & PRESENTATIONS**

* ***Case Study of Tidewater Talk: Semantic Categories of Discourse,*** Sociolinguistics, 2008
* ***The Role of Integrativeness in Motivation During the Second Language Acquisition Process*,** First and Second Language Acquisition, 2010
* ***Stance-Making and Stance-Taking in the Construction of Individual Style***, Style Seminar in Sociolinguistics, 2010
* ***Common Grammatical Errors,*** ODULearning Commons Writing Workshop, 2011
* ***Attitudes of Old Dominion University Writing Center Tutors Toward ESL Tutorials***, Research Methods, 2011
* ***Analysis of Form and Function of Preference Organization in Conversation,*** Discourse Analysis, 2012
* ***The Function of Pronoun Shifts as Distancing Devices Associated with Stance,*** Discourse Analysis, 2012

**TEACHING EXPERIENCE**

Old Dominion University, Norfolk, VA Current

***English Composition, Adjunct Faculty***

* Teach the qualities of effective composition in a given rhetorical situation
* Help students to mature in their understanding and use of language
* Guide students in developing efficient writing processes

***Writing for College Success, Adjunct Faculty***

* Engage students in their immediate, on-campus environment through writing tasks
* Blend writing instruction with components of first-year success programs
* Provide strategies for reading, taking notes, and adjusting to different lecture styles

***Introduction to Literature, Adjunct Faculty***

* Apply literary theories as strategies to interpret and create meaning in texts
* Identify how each text reflects and responds to the historical, social, and economic context in which it was created
* Gain an appreciation for language as a powerful tool of communication

***Reader for Writing Assessment within the Undergraduate Writing Program***

* Read student submissions for the Writing Sample Placement Test and score them in accordance with the established Writing Competency Rubric
* Evaluate texts for purpose, content, syntax, and conventions
* Process submissions in a timely manner

Virginia Beach City Public Schools, Virginia Beach, VA 2009-2012

***Substitute Teacher, K-12***

* Substituted for all subject areas and grade levels as needed
* Performed effective classroom management
* Kept accurate records of grades and attendance
* Maintained discipline and an active learning environment
* Strived to make a positive impact each day within the school community

**Ocean Lakes High School, Virginia Beach, VA** 2009-2011

***Long-Term Substitute Teacher***

* Created and executed daily lesson plans
* Lectured on topics such as literature, language, composition, and grammar
* Designed assignments to develop and assess students’ literature and language skills
* Promoted effective analytical approaches to reading comprehension
* Mentored high school seniors with portfolio compilation and college application essays
* Adapted instructional method to foster inclusive classroom environment
* Worked with parents to create individualized educational plans (IEPs) for students with special needs, including LD/ED/MR
* Taught Magnet Honors English 9, Magnet Honors English 10, Core English 10, and Honors English 12
* Taught Special Education courses including English 11 Inclusion , Resource, and Personal Finance

**Old Dominion University, Norfolk, VA** 2011

**The Writing Center**

***Teaching Assistantship, Graduate Writing Assistant***

# Helped students using English as a second or foreign language to establish grammatical and organizational

skills relevant to various written assignments

* Presented writing workshops in the library’s Learning Commons open to all students
* Delivered presentations on APA and MLA writing styles to 100 and 200 level courses across various majors
* Prepared students for writing placement and exit assessments

# Guided undergraduate and graduate students to effectively organize written assignments

# Edited student’s writing for adherence to grammatical rules

# Worked one on one with both on-campus and distance learning students

* Worked in a team environment to meet the needs of the university’s dynamic student body

**TESOL EXPERIENCE** 2010-2012

* Applied graduate research in Phonology, Syntax, Discourse Analysis, First and Second Language Acquisition, and Intercultural Communication
* Compiled a portfolio of Methods and Materials in TESOL including syllabus design and textbook evaluation
* Completed two, fifty minute tutoring sessions with an international student
* Explored research methods in Applied Linguistics and completed Collaborative Institutional Training

 Initiative (CITI) course

**MEDIA AND MARKETING EXPERIENCE**

**Pilot Media, Norfolk, VA** 2014-2015

***Classified Advertising, Inside Sales***

* Drafted, designed, and edited in-column and display advertisements
* Utilized lingual and customer service skills
* Demonstrated persuasiveness in sales presentations
* Implemented organizational and planning skills

**ECPI University, Virginia Beach, VA**

***Marketing Associate*** 2013-2014

* Managed social media content including but not limited to Facebook, Twitter, Tumblr, and Instagram
* Wrote and edited marketing copy for university website, social media sites, email and text blasts
* Conceptualized and evaluated email and SMS marketing campaigns
* Design digital presentations for marketing outreach to potential students
* Work with web designers to develop and implement landing pages to optimize conversion rates
* Maintained reports through inquiry based software to monitor lead conversion rates

***Admissions Advisor***  2013

* Interviewed potential students to determine which academic program matched their interests, qualifications, and career goals
* Motivated and mentored students to from enrollment to graduation
* Provided excellent customer service to potential students through effective outreach and consistent follow up
* Networked and built strong relationships to generate personally developed referrals

***Admissions Support Supervisor*** 2012-2013

* Managed all contact center operations
* Supervised and scheduled15-20 contact center staff members
* Processed employee timesheets for payroll
* Conducted job interviews for new hires
* Interviewed, hired, and trained new staff members
* Wrote job requisitions for various admissions department positions
* Motivated staff to maintain a 50% conversion rate from outbound calls
* Communicated effectively and professionally with management and staff
* Wrote and edited scripts to be used for potential sales with prospective students
* Provided technical database support to admissions departments for all 18 campuses for CampusVue, Velocify.com, and RdyTxt.com

# **SERIVCE LEARNING EXPERIENCE**

***Tidewater Voices***, Dr. Bridget Anderson (Old Dominion University) 2007

* Community language study (in publication)
* Contributed oral history interviews with natives of Virginia’s Tidewater Region and photography of local

 landmarks

* Fifty hours of discourse data transcription

**PROFESSIONAL DEVELOPMENT** 2009

* Virginia Communication and Literacy Assessment

 Reading Subtest: 283 Writing Subtest: 273 Total Score: 556

TECHNICAL PROFICIENCY

* Applications: Microsoft Office, Microsoft SharePoint, Adobe Illustrator, Adobe Photoshop, InDesign, DreamWeaver, Acrobat, and PRAAT acoustic analysis software
* Inquiry management databases: CampusVue