

Emma Baumgardner

Email: emmakb@vt.edu

Education:

Master of Arts, Communication
Virginia Tech, Blacksburg, VA
GPA: 3.96

Expected Graduation: May 2021

Graduate Certificate, Preparing the Future Professoriate
Virginia Tech, Blacksburg, VA

Fall 2020

Bachelor of Arts, Communication and Digital Studies
University of Mary Washington, Fredericksburg, VA
GPA: 3.63

Graduated: May 2019

Experience:

Graduate Teaching Assistant

Virginia Tech, Blacksburg VA

August 2019 - Present

- Lead Public Speaking lectures to two classes of 40 undergraduate students three times a week
- Advise students during office hours to improve both speech delivery and organization skills
- Graded and communicated constructive feedback on both speeches and class assignments to increase student's understanding of the material
- March 2020 – May 2021 – adapted teaching style to an exclusively online format due to COVID-19

Instructor of Record

Virginia Tech, Blacksburg VA

December 2020 – January 2021

- Taught online Public Speaking to 20 students during winter term
- Led weekly asynchronous lectures via Canvas to aid in students' understanding of material
- Graded and communicated feedback on all speeches and homework assignments
- Held live, synchronous Zoom meetings for speech days

Teaching Assistant

Virginia Tech, Blacksburg VA

Summer 2020 – Present

- Aided in the conversion of course material from in-person to an online format
- Edited lesson plans to be distributed amongst all VT Public Speaking GTAs
- Updated Canvas test bank to match curriculum from updated textbook
- Created Canvas template sites to be implemented by GTAs during Fall/Spring Semesters
- Searched for supplemental teaching materials to aid in online learning
- Categorized sample speeches to be used as examples for future instruction

Graduate Research Assistant

Virginia Tech, Blacksburg VA

January 2020 – March 2020

January 2021 – Present

- Aided in the planning and coordination of meetings amongst GRAs on the Grant
- Built a website using WordPress to better disseminate information across programs

Director of Programming

University of Mary Washington, Fredericksburg, VA

August 2018 - May 2019

- Scheduled tour dates and times for all volunteer tour guides
- Facilitated interviews and training sessions for new and perspective tour guides
- Created promotional materials to aid in recruitment efforts

Tour Guide

University of Mary Washington, Fredericksburg, VA

Spring 2016 - Spring 2019

- Lead daily and weekend tours for perspective and incoming students
- Performed clerical duties in the Admissions office, including the utilization of online software, filing mail, and answering phones
- Aided in the implementation of admitted student days and open houses

Orientation Leader/Peer Mentor

University of Mary Washington, Fredericksburg, VA

Spring 2017 - Spring 2018

- Facilitated the transition process for incoming first year and transfer students
- Partnered with professors to plan wellness, academic, and social events for first-year students to help students acclimate to the college environment

Activities:

Social Media Chair, Communication Graduate Student Association

Virginia Tech

Summer 2020- Present

- Created Instagram, Twitter and email accounts for VT's CGSA to increase engagement amongst current and prospective students
- Designed and posted content to Virginia Tech's CGSA Facebook, Twitter and Instagram

Delegate, Graduate Student Association

Virginia Tech

Fall 2019 – Present

- Attended monthly meetings as a representative for the School of Communication
- Responsible for raising concerns from the School of Communication to the Graduate Committee
- Shared information from Graduate Student Association with School of Communication

Secretary and Member of The Lambda Pi Eta Communication Honor Society

University of Mary Washington, Fredericksburg, VA

Spring 2018 - Spring 2019

- Created promotional materials and ran social media for the UMW chapter as well as taking meeting minutes

Chair of Big Events, Campus Programming Board

University of Mary Washington, Fredericksburg, VA

Spring 2017 - Spring 2018

- Planned six large events for the student body throughout the academic year
- Worked with food and equipment vendors to receive quotes and reserve equipment
- Managed a budget specific to our cabinet as well as leading meetings and coordinating volunteers

Skills:

- Basic knowledge of the Adobe Suite, HTML, CSS and Python programs
- Proficient in Canva, the Microsoft Suite and Google Programs, Canvas, and Zoom