

TESS J GIVEN



EDUCATION

Indiana University, Bloomington IN

2026

Ph.D., English

Relevant Experience: Translating complex ideas to multiple audiences, often at the same time; high-energy and award-winning independent teaching, writing, and researching with the ability to manage and synthesize information; communicating across multiple professional genres and platforms, including in video and email; coordinating between multiple programs, departments, offices, and funding sources; communicating regularly, clearly, across multiple platforms, and with attention to legal/privacy regulations; managing multiple demanding projects concurrently; acting as a high-performing classroom teacher for experts and non-experts in my field and other humanities-focused courses; collaborations with art historians and familiarity with contemporary artists, art movements, and critical discourses

The University of Kentucky, Lexington KY

M.A. English

Grinnell College, Grinnell IA

B.A. English

B.A. Biology

SELECTED PROFESSIONAL EXPERIENCE

Program Manager for the Cultural Studies Program, Indiana University

2022-2025

- Offer logistical, technical, communication, advertising, and managerial support to the Director of Cultural Studies
- Organize events, courses, speaker series, etc. for members of the University and the public, coordinating across multiple academic divisions and independent vendors
- Update official website, social media, and listserv with regular, accessible information
- Graphic design using Adobe Suite (InDesign and Photoshop), Canva, and MS Office Suite
- Act as liaison to the public, students, faculty, staff, and guests in order to bring educational mission of the Program to multiple audiences at all levels of knowledge
- Coordinate educational requirements for enrolled graduate student minors, coordinating with registrar, bursar, Deans' offices, etc.
- Host and facilitate visits from educational guest speakers, including arranging travel and lodging as well as acting as a host and visit organizer
- Write publicity materials for the Cultural Studies Program website and biweekly newsletter

Shift Manager and Kiln Technician, Pottery House Studio

2023-2026

- Oversee daily operations of high-volume customer-facing retail space for clientele of all ages
- Manage incoming and outgoing phone, text, and email communication for a wide variety of patrons
- Teach diverse patrons about the making and finishing of ceramics, addressing information to multiple skill levels, language fluencies, and artistic competencies

Associate Instructor in English, Indiana University

2019-2026

- Craft engaging, insightful, and accessible classrooms for University students to learn in a variety of areas
- Communicate clearly, frequently, and across multiple skill levels in order to facilitate positive educational experiences for classrooms of between 20-100 people
- Communicate with students via email, in-person instruction, online meetings, etc. to address questions, concerns, and more in direct, accessible ways

- Track student progress as individuals and as a group over the course of a year, providing private individual feedback to students on a regular basis
- Semi-finalist for the statewide Lieber Memorial Fellowship, awarded for achievements in graduate student teaching

Assistant Director of Composition, Department of English at Indiana University (Bloomington, IN)

2020-2022

- Oversee two cohorts of new college-level instructors in the First Year Composition Program at Indiana University, offering mentorship and expertise in teaching and pedagogy
- Report to the Director of Composition about questions, challenges, and developments in undergraduate writing courses, offering suggestions for improvement of the curriculum
- Be a point of contact for students, instructors, faculty, and staff to help navigate the administrative and educational goals for first year composition courses
- Oversee program events and special events such as orientation and professional development workshops, including logistical considerations, work with outside vendors, and generating tutorials and content which I delivered to audiences of 30+ professionals and faculty

Belonging and Community Faculty Committee Liaison, Department of English at Indiana University (Bloomington, IN)

2024-2025

- Advocate for non-faculty members of the English department in matters relevant to diversity, equity, and inclusion at the department level
- Organize regular surveys of non-faculty department members on relevant topics, as well as gather, synthesize, and present findings from the organizing committee to department leadership and Deans
- Assist in writing funding requests and organizing department events for non-faculty colleagues, including symposia, featured speaker events, and multi-department opportunities

Senior Fellow, Writing Course Design Institute (Bloomington, IN)

2023, 2024, 2025

- Act as a teaching mentor to junior colleagues, offering pedagogical development recommendations, tutorials, and workshops throughout the semester
- Meet with pedagogy professionals in IU's Center for Innovative Teaching and Learning on a regular basis for ongoing pedagogical development training, with particular focus on developing engagement and accessibility strategies
- Develop and provide teaching resources for the department's pedagogical program

Preschool Teacher, Ecole Bilangue de la Nouvelle Orleans (New Orleans, LA)

2016-2017

- Co-manage a classroom of 16 children between the ages of 18 months to 2.5 years old for both half-day and full-day programming
- Communicate directly and daily with parents about their children's progress in school including their social and personal habits, growth, and challenges
- Report to school administrators, maintain state-mandated classroom guidelines, coordinate with other classroom teachers

SKILLS

Relevant Skills: Independent writing, drafting, and editing without the use of generative AI; excellent communication skills across multiple platforms, particularly regarding the arts and humanities; project management in both office and public-facing scenarios; experience working with public intellectuals and speakers on public-facing events; experience organizing and promoting cultural events to the public as well as within educational and cultural spaces; decade of experience in student-facing higher education, including in advisory and educational roles; familiarity with professional and para-professional theater and performance at multiple scales

Computer Proficiencies: Microsoft Office Suite (expertise in Word and PowerPoint, with strong Excel skills); Google Office Suite (Expertise with Docs and Slides, strong Sheets skills); Adobe Suite (expertise with InDesign, Illustrator, and Photoshop); Video Production and Editing (with Adobe Premier and YouTube); Chrome River, Egencia, SIS and registrar experience; Microsoft Outlook; Gmail; Canva; WCMS Website management; Basic HTML

Additional Languages: French (reading, writing, speaking), Spanish (reading)