

Katherine Varga, Writing Tutor

katherinemollyvarga@gmail.com | (860) 597-6763

Employment

Ohio University: English Language Improvement Program (ELIP) Writing Lab

Assistant Coordinator, Undergraduate Writing Lab (August 2018 – May 2019)

- Worked closely with the Coordinator and Grad Lab AC to create budget and count records for annual report
- Trained tutors through providing one-on-one feedback and leading monthly professional development meetings
- Recruited new tutors, evaluated applications, led interviews, and made hiring decisions
- Created and maintained online tutoring schedule through MyWCOnline
- Used OneDrive, Moodle, Qualtrics, and Outlook for training and communication

Tutor, Undergraduate Writing Lab (September 2018 – May 2018)

- Tutored international students taking introductory writing and business writing courses on academic papers (average session: 45 minutes)
- Attended training workshops on rhetorical strategies and tutoring online sessions

Ohio University: College of Fine Arts

Instructor of Record, Undergraduate Playwriting (September 2017 – December 2017)

- Created syllabus and taught playwriting course for B.F.A. playwrights (sophomore – seniors)
- Led lectures, workshops of student written plays, and class discussions
- Worked one-on-one in office hours with seniors developing full-length thesis plays

University of Rochester: Writing, Speaking, and Argument Program (WSAP)

Writing Fellow (Jan 2013 – May 2016)

- Tutored peers through walk-in hours (average session length: 45 minutes) and online submissions
- Primarily worked with undergraduates, with experience tutoring pre-college and grad students
- Took WRT 245: Advanced Writing / Peer Tutoring (a 4 credit training course) in Fall 2012 (Grade: A)
- Mentored students in WRT 245 (Sept - Dec 2015), organizing training exercises and leading group discussions
- Attended workshops on many topics including application essays, code-meshing in first year college writing classrooms, tutoring ESL students, and challenging tutoring scenarios
- Led writing groups for students in WRT 245 and first year writing courses
- Awarded the Emily Hessney Award for Most Sessions Tutored (May 2016)

Recruitment Coordinator (Jan 2016 – May 2016)

- Planned, promoted, and led informational meetings for interested applicants
- Evaluated application essays and writing samples
- Scheduled and co-led individual and group interviews
- Coordinated and led selections committee debriefing meeting

T.A. / Lead Mentor for Advanced Writing and Peer Tutoring (Sept 2015 – Dec 2015)

- Kept detailed class notes and managed Blackboard class site
- Coordinated and led monthly meetings with mentors
- Co-tutored with new tutors until they were confident enough to work alone

Education

Ohio University

M.F.A. Playwriting

Athens, OH

May 2019

- Took six semesters of playwriting workshops, where I gave and received weekly feedback on creative works

University of Rochester

B.A. English (Language, Media, and Communications)

Rochester, NY

May 2016

- Inducted into Phi Beta Kappa (May 2015)