|  |  |
| --- | --- |
| **Meghalee Das** | 5202 Auburn St, Lubbock, TX 79416  (512) 806-3567 · meghaleedas@gmail.com |

**Education**

Ph.D. Technical Communication & Rhetoric, Texas Tech University (Expected 2023)

M.A. Technical Communication, Texas State University (2019) (Minor in Philosophy)

M.B.A., Texas State University (2016)

M.A. English, Indira Gandhi National Open University in New Delhi, India (2008)

Post-Graduate Diploma Journalism, Indian Institute of Mass Communication (2006)

B.A. English, Cotton College of Gauhati University in Assam, India (2005) (Minor in Education)

**Research**

*Experience*

**Texas State University, San Marcos**

Graduate Research Assistant – Technical Communication (2018)

* Contributed to multi-disciplinary project by identifying internal, cultural and software issues for developing best practices writing and reporting training program

**Texas State University, San Marcos**

Graduate Research Projects – Business Consulting

* Market Penetration Analysis and Competitive Research, San Antonio Zoo (2016)
* Strategic Analysis of Electricity Distribution Business, Chilectra-Grupo Enel, Chile (2016)
* Analysis of Impact of Time Spent in a Role on Gross Margin, SHI International, Austin (2015)

*Peer-Reviewed Conference Presentations*

**Das, M**. (2020, May). *Wait, Facebook has #hashtags? A study on the role of Facebook hashtags in digital activism.* Computers & Writing Conference 2020, Greenville, NC. (Proposal accepted; through peer review; conference cancelled due to COVID-19)

**Das, M**. (2020, May). *A User-Centered Approach to Teaching International Students on Online Platforms.* 9th Annual Applied Linguistics and Second Language Conference on Learning and Teaching, CALICHE 2020, Lubbock, TX.

**Das, M**. (2019, November). *Oral Cultural Values and Technical Communication Pedagogy.* Texas State University 11th International Research Conference, San Marcos, TX.

**Das, M**. (2019, February). *From Apu to Alex Parrish: Pop culture and Perception of Outsourcing and Collaboration in the Technical Communication Industry.* 40th Annual Southwest Popular/American Culture Association Conference, Albuquerque, NM**.**

**Das, M**. (2019, February). *Creating Codex Pages in Technical Communication Classrooms.* University of Florida Pedagogy, Practice and Philosophy Conference, Gainesville, FL.

**Das, M**. (2018, November).*How can Technical Communication Programs Prepare Students to Work in International Environments?* Texas State University 10th International Research Conference, San Marcos, TX.

*Poster Presentations*

**Das, M**. (2020, May). *Developing a Needs-Based Technical Communication Study Abroad Program: Pilot Study.* NAFSA: Association of International Educators Conference 2020, St. Louis, MO. (Converted to remote conference due to COVID-19)

*Invited Talks*

**Das, M**. (2020, May). *Importance of Intercultural Communication in Teaching International Students on Online Platforms.* Rotary Club of Lubbock, TX

**Publications**

*Book Reviews*

**Das, M**. (In progress). Review of*Global Perspectives on Intercultural Communication,* byStephen M. Croucher. *IEEE Transactions on Professional Communication.*

*Refereed Chapters in Books and Edited Collections*

Brawley, L., Connor, M., **Das, M.**, Dean, A., Diaz, C., Faris, M.J., … & Zhang, Y. (Proposal accepted with book editors). Incorporating Multimodal Literacies Across a FYW Program: Graduate Instructors’ Preparation and Experiences*.* In S.B. Pandey & S. Khadka (Eds.), *Professionalizing Multimodal Composition: Faculty and Institutional Initiatives*.

**Teaching**

**Texas Tech University, Lubbock**

Instructor of Record – Department of English (August 2019 – Present)

Courses taught:

**ENGL 1301: Essentials of Rhetoric** Fall 2019

*Description*: This course acquaints students with writing and rhetorical practices that help them formulate research questions, practice different genres of writing, and engage in civic discourse.

**ENGL 1302: Advanced College Rhetoric** Spring 2020

*Description*: This course builds on ENGL 1301 and focuses on composition using various sources and research methods. (The class is being taught remotely through synchronous and asynchronous instruction after Spring Break due to Covid-19).

Courses assigned to teach:

**ENGL 2311: Introduction to Technical Writing** Summer and Fall 2020

*Description*: This course introduces students to types of writing used in business, industry, and technology, and teaches them to communicate by using strategies linked to the workplace.

**Texas State University, San Marcos**

Graduate Instructional Assistant – Department of English (June 2018 – May 2019)

* Assisted lead professors in large British literature courses (200 to 400 students)
* Prepared and delivered lecture on specific topics, and conducted exam review sessions
* Proctored exams, graded assignments, and answered students’ questions about coursework

**Professional Development**

* Summer Residency Seminar (2020, July). *Passionate Teaching in a Research Environment: How to Create Meaningful Online Learning Experiences.* National Humanities Center, NC. (Sponsored by Humanities Center at Texas Tech; converted to virtual residency due to COVID-19).
* 16th Annual Advancing Teaching and Learning Conference (2020, March), Lubbock, TX
* Workshop, Discussion and Microteaching Activities (2020, January). *The Groundwork Program*. Teaching, Learning, and Professional Development Center, Texas Tech University, Lubbock, TX.
* Workshop led by Elenore Long (2019, November).*Inventive Methods to Involve Rhetoric and Writing Undergrads in Researching and Producing Materials that Publicize the Promise of Rhetoric and Writing Studies.* Association of Rhetoric and Writing Studies, Austin, TX.

**Honors**

* Inductee, **Sigma Tau Delta**, collegiate honor society for English students (2018)
* Inductee, **Beta Gamma Sigma**, highest honor for business students (2016)
* Inductee, **Phi Kappa Phi**, largest and oldest academic honor society in the US (2016)
* Inductee, **Alpha Chi**, honor society for top 10% students of graduating class (2016)

**Scholarships/Sponsorships**

**Texas Tech University**

* TTU Humanities Center for Summer Seminar at National Humanities Center $750
* Helen Locke Carter Memorial Scholarship (2019 and 2020) $1,700 and $950

**Texas State University**

* Mary-Agnes Taylor Endowed Scholarship (2019) $200
* Mamie Smith Memorial Scholarship (2018) $1,000
* The Graduate College Scholarship – Liberal Arts (2018) $1,000
* H. C. Vivian Memorial Endowed Scholarship **(**2016**)** $3,000
* The Graduate College Scholarship – Business (2015 and 2016) $1,000 and $500
* James H. & Helen S. Dotson Family Scholarship (2015) $1,900

**Achievements**

* First-Year Writing Outstanding Instructor Award, Texas Tech University (2020)
* First placeinMBA Consulting Project for San Antonio Zoo (2016)
* Ethical leadership winner at Beta Gamma Sigma Global Leadership Summit, Dallas, TX (2016)

**University Service/Activities**

* Judge, First-Year Writing Outstanding Awards Committee (2020)
* Reviewer, Undergraduate Research Conference, Texas Tech University (2020)   
  (Conference cancelled due to COVID-19)
* Judge, University Interscholastic League Ready Writing, Regional Meet (2019 and 2020)
* President,Texas State UniversityMBA Student Association(2015 – 2016)
* Social Media Officer,Texas StateInternational Student Association (2015 – 2016)

**Other Activities**

* Curate and publish content for a web newspaper, *The Technical Communication Daily* (https://paper.li/e-1573847129#/)
* Presented painting for social justice art exhibition, *Justice*, The Texas Tech Humanities Center and Landmark Arts, Charles Adams Gallery (2020, February)
* Presented painting at art exhibition, *Home and the World: Longing(s) and Belonging(s)* in Walkers’ Gallery, San Marcos, TX (2019, December)

**Community Service**

* Donated funds for Covid-19 to Direct Relief and Rapid Response in the US and India (2020)
* Donated materials to Face Masks for Lubbock County and sewed masks for health workers (2020)
* Fundraiser and donation of items, Rainbow Room-Community Partners of Lubbock, TX (2020)
* Volunteer, South Plains Food Bank, Christmas Box Distribution, Lubbock, TX (2019)
* Volunteer, Meals on Wheels-The Salvation Army on Thanksgiving, Lubbock, TX (2019)
* Volunteer, Bobcat Break, rehabilitation of refugees in Fort Worth, TX (2016)

**Industry Experience**

**National Western Life Insurance Company, Austin**

Licensing Specialist – Agency Accounting (April 2017 – January 2018)

* Optimized licensing processes and identified opportunities to streamline workflow
* Ensured quality assurance in producer data, and resolved client management issues

Freelance Content Creator

iWriter, Storia, Independent (July 2010 – January 2018)

* Wrote and published articles on business, technology, lifestyle, and current affairs

Business Standard Ltd**,** **New Delhi, India**

Assistant Chief Sub-Editor (October 2010 – May 2011)

Senior Sub-Editor (October 2007 – September 2010)

* Selected relevant news reports and edited the front page of one of the largest newspapers in India
* Coordinated with 12 cities to oversee graphics, news selection and publication process
* Supervised trainees, made operational decisions, and met daily production deadlines

The Asian Age**,** **New Delhi, India**

Sub-Editor (April 2006 – October 2007)

* Edited socio-political articles and news reports for the Edit Op-Ed department
* Wrote news/feature stories and conducted interviews on human interest issues

**Technical Skills**

Excel, Word, Publisher, PowerPoint, Photoshop, Adobe Spark, QuarkXPress, and basic R

**Language Proficiency**

English, Hindi, Bengali and Assamese