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

**Education**

Ph.D. Technical Communication & Rhetoric, Texas Tech University (Expected 2022)

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

M.A. Business Administration (MBA), Texas State University (2016)

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

Post-Graduate Diploma Journalism (English), Indira Gandhi National Open University (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
* Conducted inductive research through subjective and objective coding of raw transcripts

**Texas State University, San Marcos**

Graduate Research Projects – Business Consulting

* Market Penetration Analysis and Competitive Research for San Antonio Zoo (2016)
* Strategic Analysis of Electricity Distribution Business, Products, Services and Market Development for Chilectra–Grupo Enel, Santiago, Chile (2016)
* Statistical Analysis of Impact of Time Spent in a Role on Gross Margin for SHI International, Austin, using simple and multiple regression methods with R (2015)

**Indian Institute of Mass Communication, New Delhi**

* Development Journalism Research Project: A Quantitative and Qualitative Study on Drug Addiction Among Street Children and their Rehabilitation in Guwahati City (2006)

*Presentations*

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.

**Teaching**

**Texas Tech University, Lubbock**

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

* Teach ENGL 1301 or first-year writing to undergraduate students from diverse cultural and academic backgrounds
* Create activities and assignments that incorporate multimodality, and a variety of technologies to address different audiences
* Encourage students to read and compose in several genres
* Evaluate process work, grade assignments, and provide timely feedback to students
* Collaborate with Undergraduate Writing Center to guide students in composition assignments

**Texas State University, San Marcos**

Graduate Instructional Assistant – Department of English (June 2018 – Present)

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

**Industry Experience**

**National Western Life Insurance Company, Austin**

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

* Managed all aspects of licensing functions of producers, brokerage houses and agencies
* 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)

* Monitored sources to select relevant news reports, and edited the front page of India’s third largest business newspaper in terms of circulation
* 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
* Worked with different departments in a high-visibility, fast-paced environment

**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**

**Texas Tech University**

Helen Locke Carter Scholarship (2019) $1,700

**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 (2016) $500

James H. & Helen S. Dotson Family Scholarship (2015) $1,900

The Graduate College Scholarship – Business (2015) $1,000

**Achievements**

First PlaceinMBA Consulting Project for San Antonio Zoo (2016)

Ethical Leadership Case Competition at Beta Gamma Sigma Global Leadership Summit, Dallas, TX (2016)

The Deccan Herald Award for being one of the toppers in class, IIMC (2006)

**Professional Development**

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.

**University Service/Activities**

Judge, University Interscholastic League Ready Writing, Regional Meet (2019)

Student Member, Society for Technical Communication (2018 – Present)

President,Texas State UniversityMBA Student Association(2015 – 2016)

Social Media Officer,Texas StateInternational Student Association (2015 – 2016)

Student Worker,Texas State University Bookstore (2016)

**Other Activities**

Curate and publish content for a web newspaper, [*The Technical Communication Daily*](https://paper.li/e-1573847129#/)

Presented and displayed painting at art exhibition, *Home and the World: Longing(s) and Belonging(s)* in Walkers’ Gallery, San Marcos, TX (2019-2020)

Creator, [The Saffron Platter](http://thesaffronplatter.com/), website for travel and food content

Creator, [personal website and blog](https://meghaleedas.wixsite.com/meghaleetechcom)

**Community Service**

Volunteer, Operation Turkey on Thanksgiving, Lubbock, TX (2019)

Volunteer, Bobcat Break, rehabilitation of refugees in Fort Worth, TX (2016)

Volunteer, Bobcat Build, community service work in San Marcos, TX (2016 and 2015)

Volunteer, Salvation Army, sorted Christmas gifts for children at distribution center (2015)

Founder, [Arindam Goswami Memorial](https://www.facebook.com/pg/Meghalee/about/?ref=page_internal), for environmental, educational and community-related activities (2015 – Present )

Volunteer, Texas Parks and Wildlife Department (2013)

**Technical Skills**

MS Excel, MS Word, PowerPoint, Photoshop, Adobe Spark, QuarkXPress, and basic R and HTML

**Language Proficiency**

English, Hindi, Bengali, Assamese