

PAULA M. MILLER

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I am an instructional designer and education specialist with over a decade of hands-on eLearning and classroom teaching experience. My skillset includes videography, web design, graphic design, and content strategy.

CURRENT ROLE

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|---|----------------------|------|
| Documentation Engineer | Nationwide Insurance | 2019 |
| <ul style="list-style-type: none">• Created learning materials on an as-needed basis to support subject matter experts developing model documentation• Developed a SharePoint website to host learning materials in a learning-library format• Designed workshops and both text and visual documents to aid client learning and promote the program• Planned and deployed programmatic assessment• Consulted one-on-one with clients to help them achieve their documentation goals | | |

PROFESSIONAL WRITING AND PRODUCTION EXPERIENCE

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| Instructional Designer, MOOC Team | The Ohio State University | 2016 |
| <ul style="list-style-type: none">• Worked with subject matter experts (SMEs) in rhetoric to design a web interface for a massively open online course (MOOC) in rhetorical composing• Facilitated cross-platform conversion from Coursera LMS to Canvas LMS• Designed a custom navigation structure within Canvas LMS using HTML• Filmed SMEs in a professional video studio to produce 20 instructional videos | | |
| Hybrid Course Administrator | The Ohio State University | 2016 |
| <ul style="list-style-type: none">• Developed Canvas LMS interface, deploying curriculum to 150 students in second-year hybrid courses• Provided instructional support for 5 instructors and oversaw mentoring meetings• Liaised with programmers to continue development of a custom online peer review platform, collaboratively trouble shooting and improving UX | | |
| Sweetland Digital Rhetoric Collaborative Fellow | University of Michigan | 2014–16 |
| <ul style="list-style-type: none">• Created content for website including digital tool tutorials, lesson plans, and articles on digital education• Developed policy and procedure manual to instruct future fellows on operations of the website• Organized blog carnivals—collections of blog posts written by scholars of a field around a theme• Managed social media using Hootsuite and facilitated Twitter chats | | |
| Graduate Assistant, Minor in Professional Writing | The Ohio State University | 2017–18 |
| <ul style="list-style-type: none">• Consulted individually with students and prepared them to apply for professional writing internships• Edited professional writing portfolios and application materials• Facilitated workshops to train students to apply for professional writing positions• Collaboratively developed policy and procedure manual to train future graduate assistants• Filmed and produced promotional material for the program in a professional video studio | | |
| Assistant Editor, <i>Computers and Composition: An International Journal</i> | | 2014–16 |
| <ul style="list-style-type: none">• Edited academic manuscripts pending publication according to customized APA Style guide | | |

RELEVANT TEACHING

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| Instructor, Digital Media and Composing Institute | The Ohio State University | 2016–17 |
| <ul style="list-style-type: none">• Designed and delivered instruction on digital composing, especially web design and media production, to a cohort of professionals from around the country• Mentored enrollees one-on-one in a studio setting, helping them achieve their own learning and composing goals | | |
| Instructor, Digital Media Composing | The Ohio State University | 2017–18 |
| <ul style="list-style-type: none">• Designed robust curriculum teaching undergraduate students core design and videography skills• Developed instructional videos, lectures, and interactive lessons for online and traditional learning | | |

- Instructor, OSU Rhetorical Composing MOOC** The Ohio State University 2016
- Developed instructional materials including video lectures and interactive web lessons
 - Mentored enrollees from around the world at a variety of professional levels
 - Responded to and assessed student compositions
 - Facilitated IRB-approved collection of student writing data for a research project on peer response
- Instructor, Business & Professional Writing** The Ohio State University 2016–17
- Developed instructional materials to teach enrollees how to write in a variety of professional genres
 - Served as liaison between enrollees and community client
 - Taught enrollees how critically assess community client need and then develop a strategic business plan and written materials to meet that need.
- Online Instructor, English 1110** The Ohio State University 2018
- Taught enrollees from around the world at a variety of professional levels
 - Developed instructional materials on Canvas, including video lectures and interactive web lessons
- Other Teaching Experience**
- *Language, Identity, and Culture in the US Experience*: An advanced research-based writing course
 - *First Year English Composition*: An introductory academic research-based writing course
 - *Basic Writing*: A developmental writing skills course

INSTRUCTOR EDUCATION AND MENTORING

- Lead Instructor, Teaching Development Group** University of Mississippi 2014
- Mentored an interdisciplinary group of 12 graduate, full-time, and adjunct faculty
- TutorCon Planning Committee, Founder and Chair** 2013–14
- Founded statewide undergraduate and graduate writing tutor conference
 - Designed CFP, promotional videos and fliers, and marketing documents for conference
- Regional Writing Centers Coordinator** University of Mississippi 2011–14
- Supervised Writing Center Directors on 2 regional campuses
 - Coordinated writing center activities across 4 campuses
 - Designed and delivered tutor training curriculum
 - Developed marketing materials and maintained online presence
- Law School Writing Center Director** University of Akron School of Law 2008–09
- Created the writing center and its services in cooperation with the School of Law
 - Consulted with law student writers, staff, and faculty
 - Designed and implemented writing workshops
 - Trained and mentored graduate student writing consultants

TECHNICAL SKILLS

- **Course Management Systems**: SharePoint, Canvas, Coursera, Blackboard, Springboard
- **Web Design**: HTML, CSS, Wordpress
- **Video Production**: Experience with cameras, lighting, and film equipment as well as editing using iMovie and Moviemaker
- **Audio Production**: Experience with soundboards, microphones, and recording equipment. Audio editing using Audacity and Garage Band.
- **Graphic Design**: Photoshop, Canva

EDUCATION

- PhD English, Rhetoric, Composition, and Literacy** The Ohio State University (Expected) 2020
- Dissertation: “Literacy Practices in a Collaborative Knowledge Work Environment”
- MA English, Composition** University of Akron 2009
- BA English, Professional Writing** University of Akron 2007