

# J. Catt Evans

Jonesboro AR, 72401 - 501.278.6360 - jce86@outlook.com

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## Education

**University of Central Oklahoma**

Edmond, OK

*Masters of Arts in English – 20<sup>th</sup> and 21<sup>st</sup> Century Literature*

May 2016

Thesis: Millennials and Marginalization: The Place of Spoken Word Poetry in the Composition

Classroom – Qualifying Paper

*Masters of Fine Arts in Creative Writing*

December 2013

Thesis: Unabashedly Imperfect – Creative Nonfiction

**University of Central Arkansas**

Conway, AR

May 2008

*Bachelors of Arts in Writing with Honors*

*Minor: Interdisciplinary Studies*

Thesis: Indrajala – Fiction

Thesis: The Life I Signed Away – Creative Nonfiction

## Teaching Experience

**Transition Studies Instructor**

Jonesboro, AR

August 2016 – present

*Arkansas State University, Transition Studies*

- Teach zero-level writing courses, covering aspects of grammar and writing needed to excel in future Composition courses
- Teach freshman success courses, discussing tactics for students to succeed in college and future careers
- Advise students on current and future courses and university policies
- Utilize Blackboard to keep in touch with students and communicate assignments, grades, discussions, course-related content, and class activities
- Utilize Connect to assign students coursework and keep track of their progress and grades
- Create lesson plans, assignments, and assignment sheets, both hard copies and via Blackboard
- Grade final drafts of student work and submitted the grades to the school
- Attend monthly faculty meetings

**English Teaching Assistant**

Edmond, OK

August 2015 – May 2016

August 2012 – May 2013

*University of Central Oklahoma, English Department*

- Taught English 1113 and English 1213, covering brainstorming, organization, research, citation, styles of argument, and analysis
- Commented on multiple student drafts to improve their writing and grammar
- Graded final drafts of student work and submitted the grades to the school
- Updated and utilized D2L to communicate with students about course and coursework
- Created quizzes and in-class assignments to check student understanding and application of concepts
- Created lesson plans, assignments, and assignment sheets, both hard copies and online
- Led class discussions over assigned readings and related coursework

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## Professional Experience

**Graduate Supplemental Instruction Assistant** Edmond, OK August 2015 – May 2016  
*University of Central Oklahoma, Tutoring Central*

- Managed ~25 Supplemental Instruction Leaders (SIs), ensuring they attended classes and study sessions and submitted all weekly and monthly documents, both hard copy and online via D2L and Google Sheets
- Created and updated an online webpage via D2L for SIs to submit their work and stay in contact with the department
- Kept hard and soft copies of all SIs weekly planning and attendance sheets and proof of hours worked
- Planned and ran monthly meetings to collect documents, answer questions, and continue training
- Planned and helped run bi-yearly training for all SIs, both those in Tutoring Central and in other departments
- Observed and evaluated each SI 1-2x per semester to ensure they ran their sessions correctly, interacted with the students and teachers in a decorous and respectful manner, and behaved in accordance with UCO's student worker policies
- Created training manual and materials and uploaded all documents to D2L
- Interviewed potential candidates for the tutoring and SI programs, passing the information along to my manager to continue the hiring process
- Created and updated directories of SIs and their professors for myself, my manager, and the Tutoring Central Administrative Assistant
- Created and updated excels for my manager documenting each SI's meeting attendance, hours worked, and information submitted in an easy-to-read format
- Updated planning and evaluation forms to reflect changes in the SI program

**Administrative Assistant I** Edmond, OK August 2014 – August 2015  
*University of Central Oklahoma, Tutoring Central*

- Collaborated with other departments to create campus-wide lists of all tutoring offered to students, creating hard copies and an online draft for students to access
- Helped tutees set up on-line profiles through WOnline and create one-on-one sessions for tutoring
- Kept both the scheduling (WOnline) and school (WCMS) websites up-to-date with tutoring times, places, and activities
- Gave presentations about Tutoring Central at orientations and in classes
- Updated the excels to keep statistics on Tutoring/SI/Conversation Central attendance
- Created evaluation documents to use during hiring
- Interviewed potential candidates for the tutoring and SI programs, passing the information along to my manager to continue the hiring process
- Ran mock sessions with potential tutors, passing the information along to my manager to continue the hiring process
- Created tutoring training manuals

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- Collaborated with other departments around campus to train all tutors and Supplemental Instruction Leaders for Tutoring Central and other departments
- Ran the training for all tutors campus-wide (~35) and helped run the training for all SIs campus-wide (~30)
- Handled basic administrative work, such as answering phones and emails and keeping the office stocked with supplies
- Greeted tutors and tutees as they entered and ensured each tutee's appointment began on time
- Maintained a safe and decorous working environment

### ***Graduate Administrative Assistant***

Edmond, OK

January 2013 – August 2014

*University of Central Oklahoma, Tutoring Central*

- Collaborated with other departments to create campus-wide lists of all tutoring offered to students, creating hard copies and an online draft for students to access
- Helped tutees set up on-line profiles through WOnline and create one-on-one sessions for tutoring
- Kept both the scheduling (WOnline) up-to-date with tutoring times, places, and activities
- Gave presentations about Tutoring Central at orientations for both students and professors and in classes
- Created and updated the excels to keep statistics on Tutoring/SI/Conversation Central attendance
- Created documents on tutoring grammar and both APA/MLA citations
- Created tutoring training manuals
- Collaborated with other departments around campus to train all tutors and Supplemental Instruction Leaders for Tutoring Central and other departments
- Ran the training for all tutors campus-wide (~35) and helped run the training for all SIs campus-wide (~30)
- Handled basic administrative work, such as answering phones and emails and keeping the office stocked with supplies
- Greeted tutors and tutees as they entered and ensured each tutee's appointment began on time
- Maintained a safe, decorous, and productive working environment
- Tutored students in writing when needed

### ***English Reading and Writing Consultant***

Edmond, OK

January 2013 – August 2014

September 2010 – August 2012

*University of Central Oklahoma, Tutoring Central*

- Tutored students from all college levels, freshman to graduate, and from all campus departments in writing, reading analysis, grammar, and citations
- Created binders and handouts over common grammatical mistakes and citations, both MLA and APA, for tutors to use during tutoring sessions
- Helped tutees set up on-line profiles and create appointments via WOnline

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- Kept on-line records of sessions via WOnline
- Attended weekly meetings to discuss Tutoring Central policies and continue training
- Greeted tutees as they entered and ensured each one attended the correct session
- Helped the Conversation Group, which worked with English as a Second Language (ESL) and International students to improve their English speaking and listening skills
- Answered phones
- Answered questions of Tutoring Central policies
- Helped update the guidelines for Tutoring Central tutors and tutees
- Helped with cleaning and organizing Tutoring Central

## **Writing Tutor**

Conway, AR

August 2007 – May 2008

*University of Central Arkansas, Writing Center*

- Tutored students from all college levels, freshman to graduate, and from all campus departments in writing, reading analysis, grammar, and citations
- Kept online records of appointments via WOnline
- E-mailed teachers about sessions via WOnline
- Assisted teachers in freshman English composition classrooms by holding short sessions in class
- Greeted students as they entered
- Attended weekly meetings to discuss policies and continue training
- Passed a three-credit-hour tutoring practicum with an A before beginning tutoring

## **Conversation Club**

Conway, AR

January – May 2008

*University of Central Oklahoma, Writing Center*

- Worked in small groups with ESL and International students to improve their English speaking and listening skills
- Helped students understand American slang and culture
- Helped choose topics and plan events for weekly meetings
- Helped lead weekly discussions

## **Publications**

### **Poetry**

Evans, Katt. "Cancer Haikus." *Emerge*. Oct 2012.

Evans, Katt. "The Snake." *Emerge*. Oct 2012.

Evans, Katt. "Playtime." *The ScissorTale Review*. Winter 2011.

### **Abstracts**

Evans, Juanita. *Learning to Sing like Sirens*. PCA/ACA National Conference, March 2018, Indianapolis, Indiana. Unpublished conference submission, 2018. Print.

Evans, Juanita. *Untaming my Tongue*. PCA/ACA National Conference, April 2017, San Diego, California. Unpublished conference submission, 2017. Print.

Evans, Juanita. *Dr. Jekyll, Mr. Hyde, and Werewolves: The "Other" Made Me Do It*.

PCA/ACA National Conference, March 2016, Seattle, Washington. Unpublished conference paper, 2016. Print.

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- Evans, Juanita. *Spoken Silence*. Liberal Arts Symposium, March 2016, Edmond, Oklahoma. Unpublished conference paper, 2016. Print.
- Evans, Juanita. *Shift in Shifters*. PCA/ACA National Conference, April 2015, New Orleans, Louisiana. Unpublished conference paper, 2015. Print.
- Evans, Juanita. *How and What, Not Whether: The Real Question of Literature in Freshman Composition*. PCA/ACA National Conference, March 2013, Washington D.C. Unpublished conference paper, 2013. Print.
- Evans, Juanita. *TV Snow Shame: Creative Nonfiction*. Liberal Arts Symposium, February 2013, Edmond, Oklahoma. Unpublished conference paper, 2013. Print.
- Evans, Juanita. *Integrating the Ivory Tower*. Language and Linguistic Conference, November 2012, Edmond, Oklahoma. Unpublished conference paper, 2012. Print.

## **Blogs**

- Evans, Juanita. "How I Took Control of my Body with the Mirena Implant." *Fempotential*, Alex Temblador, <http://www.fempotential.com/control-mirena/>. February 17, 2017.
- Evans, Juanita. "I'm a Survivor, not a Victim." *Fempotential*, Alex Temblador, <http://www.fempotential.com/im-survivor-not-victim/>. April 26, 2016.

## **Conferences**

### ***Presented***

- |   |                  |               |
|---|------------------|---------------|
| PCA/ACA National Conference   | Indianapolis, IN | March 2018    |
| <i>Learning to Sing like Sirens</i>   |                  |               |
| PCA/ACA National Conference   | San Diego, CA    | April 2017    |
| <i>Untaming my Tongue</i>   |                  |               |
| PCA/ACA National Conference   | Seattle, OR      | March 2016    |
| <i>Dr. Jekyll, Mr. Hyde, and Werewolves: The "Other" Made Me Do It</i>                    |                  |               |
| College of Liberal Arts Symposium   | Edmond, OK       | March 2016    |
| <i>Spoken Silence: Spoken-Word Poetry</i>   |                  |               |
| PCA/ACA National Conference   | New Orleans, LA  | April 2015    |
| <i>A Shift in Shifters</i>  |                  |               |
| PCA/ACA National Conference   | Washington, D.C  | March 2013    |
| <i>How and What, Not Whether: The Real Question of Literature in Freshman Composition</i> |                  |               |
| College of Liberal Arts Symposium   | Edmond, OK       | February 2013 |
| <i>TV Snow Shame: Creative Nonfiction</i>   |                  |               |
| Language & Linguistics Student Conference   | Edmond, OK       | November 2012 |
| <i>Integrating the Ivory Tower: Panel Discussion</i>                                      |                  |               |

### ***Moderated***

- |   |            |               |
|---|------------|---------------|
| Liberal Arts Symposium                    | Edmond, OK | February 2013 |
| Everytime Productions Comedic Short Films |            |               |

## **Readings**

- |                                   |            |      |
|-----------------------------------|------------|------|
| First Annual I-44 Reading Series  | Edmond, OK | 2012 |
| Second Annual I-44 Reading Series | Moore, OK  | 2011 |

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## Workshops

### *University of Central Oklahoma*

#### *Planned and Presented*

2012

- How to Use Articles
- How to Prepositions
- How to Write Fantasy and Science Fiction
- How to Write Romance

### *University of Central Arkansas*

2008

#### *Helped Plan*

- How to Write for Essay Exams
- How to Write for Literature
- How to Create a Writing Life
- Character Development
- How to Set the Scene
- How to Develop Plots in Creative Writing
- Romance
- Science Fiction and Fantasy Writing

## Awards

Barbara K. Gilmore Endowed Scholarship	Edmond, OK	2015 – 2016
President's Honor Roll	Edmond, OK	Spring 2011; Spring 2012
Certificate of Achievement	Edmond, OK	Spring 2011
<i>Multicultural Students Services</i>		
Trustees Scholarship	Conway, AR	2004 – 2008
Challenge Scholarship	Conway, AR	2004 – 2008

## Organizations

Association of Writers & Writing Programs		2014 – present
Delta Epsilon Iota: Academic Honorary Society	Edmond, OK	2014 – present
Golden Key International Honour Society		2012 – present
Sigma Tau Delta: Chi Gamma Chapter	Edmond, OK	2012 – present
Literature in Performance	Edmond, OK	2015 – 2016
English Society at UCO	Edmond, OK	2014 – 2016
Creative Studies Writers Institute	Edmond, OK	2010 – 2015
<i>Vice President</i>		2010 – 2012
Writing Club	Conway, AR	2005 – 2006
Poetry Club	Bradford, AR	2003 – 2004
<i>Vice President; Co-Creator</i>		

## Academic and Community Service

### *An Hour for an Hour*

Edmond, OK

#### *University of Central Oklahoma*

- Served as a student hostess at luncheon table
- Visited with guests about how important scholarships were to my education

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- Discussed my experiences as a student at the University of Central Oklahoma  
Bradford, AR

### *Guest Speaker*

#### *Bradford Public Library Creative Writing Group*

- Presented on how to turn creative writing ideas into publishable content
- Discussed self-editing practices
- Talked about how to find an editor, agent, and publisher