

Claire Elise Kervin
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EDUCATION

Ph.D. in English Literature Expected 2014
Boston University
GPA: 3.93/4.0

Master's in English Literature January 2010
Boston University
GPA: 3.91/4.0

B.A. with Comprehensive Honors May 2007
Double major: English Literature and Spanish Language and Culture
University of Wisconsin-Madison
GPA: 3.98/4.0

TEACHING EXPERIENCE

English Department, Boston University
Instructor of Record

English 127: Readings in American Literature Fall 2012
Imagining America: Literature and the Environment

English 141: Fiction Spring 2012
Doing the Right Thing: Ethical Dilemmas in Literature

English 120: Freshman Seminar in Literature Fall 2011
Literary Ethics and Contemporary Fiction

English 125: Readings in Modern Literature Spring 2010
The Age of Anxiety

English 121: Readings in World Literature Fall 2009
Worldly Selves: Contemporary Representations of Selfhood and Society

CAS Writing Program, Boston University
Instructor of Record

Writing 100 Fall 2010
Reading In: Ambiguity in Twentieth Century Literature

Writing 150 Spring 2011
Reading In: Ambiguity in Twentieth Century Literature

TUTORING EXPERIENCE

Educational Resource Center

Senior Writing Fellow June 2012-present

- Hold tutoring sessions with students who are seeking help with their writing. Work with students to identify areas for revision and strategies for writing more effective papers.

- Mentor Writing Fellows by recommending tutoring strategies, clarifying policy, and evaluating Writing Fellows' job performance.
- Developed and currently lead professional development and pedagogical training for all Writing Fellows.
- Manage daily operations of the Writing Assistance Program by coordinating schedules, administering the TutorTrac software system, communicating with Writing Fellows, etc.
- Coordinate with the Assistant Director to update training materials, support ESL services, and evaluate the effectiveness of the program and the evolving needs of our students.
- Help recruit and hire new Writing Fellows, including publicizing job opportunities, assessing applications, conducting interviews, and assisting in hiring decisions.

Educational Resource Center, Boston University

Writing Fellow

September 2010-June 2012

- Assisted students seeking help with their writing; provided student-centered tutoring.
- Emphasizing student development and students' ownership of their writing. Assessed whether students' needs were being met and whether their skills were developing over time.
- Took part in ongoing training and professional development opportunities.

Pathways Scholars Program, University of Wisconsin

Writing Mentor

Summer 2007

- Mentored a diverse group of students from historically underrepresented groups, all of whom were undertaking their first college research experience.
- Helped students develop strategies for better research and writing.
- Helped plan and lead the writing seminar the students took during their research.

Writing Fellows Program, University of Wisconsin

Writing Fellow

Fall 2005-2007

- Worked closely with approximately 10 student writers each semester.
- Learned to write marginal and end note comments identifying key areas for revision.
- Enrolled in a training seminar; reviewed the research on tutoring and scholarship and conducted own research project on peer mentoring practices.

RELEVANT WORK EXPERIENCE

Office of Faculty Actions, Boston University

Office Assistant/Interim Program Coordinator

Summer 2010 and Summer 2011

- Wrote and distributed letters to faculty members regarding promotions, leaves, raises, etc.
- Assisted in compiling the tenure packets of faculty members up for review.
- Organized and tracked paperwork as it moved through review by the Deans, Provost, etc.
- Provided support to the Deans of Humanities, Sciences, and Social Sciences.
- Helped train the incoming program coordinator.

Epic Systems, Madison, Wisconsin (Medical Software Company)

Technical Writer

2007-2008

- Designed and wrote training materials, guides, and other documentation for both Epic employees and customers.

- Translated large amounts of complex medical and technical information into clear, comprehensible prose.
- Reviewed and edited others' work.
- Worked under and met tight deadlines.
- Assisted in hands-on training of Epic customers using the training materials I wrote.

Letters and Science Honors Program, University of Wisconsin

Professional Academic Advisor

Summer 2007

- Worked at SOAR (Student Orientation and Registration).
- Helped incoming honors students with class selection; familiarized them with degree requirements.
- Advised students regarding academic, personal, and professional issues and planning.
- Helped lead and train a team of L&S Peer Advisors.

Letters and Science Honors Program, University of Wisconsin

Peer Advisor

Spring 2005-2007

- Worked at SOAR (Student Orientation and Registration) in the summer, as well as during the academic year.
- Helped incoming honors students with class selection; familiarized them with degree requirements.
- Advised students regarding academic, personal, and professional issues and planning.
- Helped design and lead workshops which educate students about life on campus and the requirements and opportunities of L&S honors.

CONFERENCES/PRESENTATIONS

"Limestone Landscapes: Nature in W.H. Auden's Poetry and Prose"

2009

Presented at the Modernist Studies Association Conference: "The Languages of Modernism"
Modernism, Science, and Science Studies Seminar

SELECTED HONORS/AWARDS

- Graduate Writing Fellowship: 2013
- Boston University Teaching Fellowship: 2009, 2010, 2011, 2012.
- Boston University Travel Award: 2009. To present my paper on W.H. Auden at the Modernist Studies Association Conference in Montreal, Canada.
- Boston University Dean's Fellowship: 2008. Awarded to exceptionally well-qualified entering PhD students.
- The Dean's Prize: 2007. Awarded to the three top graduating seniors in the University of Wisconsin's College of Letters and Science, from a pool of over 3,000.
- Peer Advisor Award for Outstanding Service and Leadership: 2007.
- Phi Beta Kappa: Elected in 2006, as a junior in college.

LANGUAGES

Advanced knowledge of written and spoken Spanish