

## **Margaret “Maggie” Urbanik**

### **Career Objectives**

To further improve and develop my skills as an educator and improve the literary proficiency of my students.

### **Education**

**George Mason University-MA**  
**English-Concentration in Teaching Writing and Literature**  
January 2009-Present

**George Mason University-BA**  
**English-Specialization in Poetry**  
January 2005-June 2008

**NVCC-Associate Degree**  
August 2002-November 2004

### **Work Experience**

#### **Capitol Tutoring** **Tutor, October 2008-Present**

- Prepare clients for the Critical Reading and Writing portions of the SAT I
- Prepare clients for the SAT II-Literature
- Assist clients with writing assignments related to course work
- Experience working with special needs clients

#### **NVCC**

##### **In class teaching assistant, July 2008-Present**

- Assisted Faculty Professors with class and lecture preparation
- Worked with both advanced ESL students and developmental composition students
- Worked extensively with students with the development and composition of formal research papers
- Graded assignments: quizzes, tests, and writing assignments.

#### **NVCC**

##### **Writing center editor, July 2008-Present**

- In charge of daily operations at NVCC writing center
- Assisted students edit and revise course related writing assignments
- Provided additional after class assistance to ESL students focusing on grammar and usage errors

#### **Countryside Animal Clinic**

##### **Customer relations specialist**

June 2004-Present

- Address client concerns and explain procedures
- Assist managers with billing and collections
- Give support to Doctors and Technicians as required