

Ima Knight

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Education

Marian University, Indianapolis, IN May 2016
B.A. in English and History, Minor in German
Summa cum laude

Employment

Marian University Writing Center Tutor 2014-Present

- Assist traditional, adult, ENL, and online students with the writing, revising, and editing process
- Communicate in a timely manner with faculty through filing online client report forms, concisely evaluating tutorial sessions

Peer Tutor in German and Earth Science 2013-Present
Learning and Counseling Center Note Taker for Students with Disabilities 2012-2013

- Transcribed notes and sent them electronically to students who requested the assistance of a Learning and Counseling Center Note Taker

Research Experience

“Spaces of Reflection, Refuge, and Reinvention in the Vietnam War: The Karren Mundell Letters”
Senior Thesis, History 2015

- Read and analyzed a collection of approximately ninety original letters, currently housed at the Indiana Historical Society, from an Indiana nurse serving in Vietnam during the Vietnam War

“‘The Most Thrilling Life of Her Generation’: Mary Early Holliday and the Vanguard of WWI’s Homefront”
Independent Research 2013-2015

- Read and analyzed Holliday’s unpublished memoir at the Indiana Historical Society
- Presented research and crafted a scholarly paper, which was awarded Honorable Mention in the Peggy Seigel Writing Competition and published on Manchester University’s website

Selected Activities

Student Representative of the School of Liberal Arts 2013-Present

- Collaborate with the academic dean on addressing student concerns
- Communicate student and departmental concerns to the Student Government Association
- Attend Student Government Association meetings and committee meetings, including the 2014-2015 Public Relations Committee and the 2015-2016 Service Committee

Psychology Club 2013-Present
CHA Educational Tours Co-Counselor October 2015

- Supported tour guide and 30 community members on a ten day trip through Austria, Germany, and Switzerland, translating and speaking German to assist non-German speakers

Literary Arts Society of Marian University 2012-2015
President 2014-2015
Volunteer Genealogy Record Indexer for FamilySearch 2014

Relevant Skills

- Strong written and verbal communication skills
- Familiar with genealogical research and resources, especially online
- Experience researching, analyzing, and presenting personal histories and contexts
- Advanced German language skills
- Strong work ethic
- Practiced in multitasking, time management, and prioritizing
- Thrive in both individual and team work settings
- Type 80-90 words per minute
- Proficient in Microsoft Office