

# Nikki Dreste, M.A.

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## SUMMARY

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Writing instructor with eight years of experience in writing and editorial support, administrative and technical assistance, research, and office management. Skilled in Microsoft Office.

## PROFESSIONAL EXPERIENCE

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### Lecturer, Kean University

Jan '18 - Aug '19

- Taught college composition courses including first-year, advanced, and creative writing.
- Evaluated 500-700 student writing assignments and reports per semester for adherence to genre conventions, focus, development, organization, and grammar/mechanics.
- Created and updated course outlines, syllabus and assignment templates, program promotional materials, and other English program documents as requested.
- Coordinated research for program assessment and development.
- *Related previous position:* **Adjunct Instructor**

May '15 - Jan '18

### Assistant to Director, Kean University Writing Project

May '15 - Jun '17

- Created and maintained the current KUWP website and acted as technical liaison and event management for professional development workshops.
- Trained and managed graduate student assistant team in day-to-day operations.
- Provided prompt email, phone and front-desk communication with clients and vendors, processed stipend payments and purchase orders, printed and filed documents, created promotional materials, scheduled appointments and events, performed data entry, and assisted the Director with other duties as requested.
- *Related previous position:* **Graduate Student Assistant**

Aug '13 - May '15

### Counselor, Kean University Writing Center

Sep '11 - Dec '12

- Provided writing revision and editing consultation in a busy university writing center.
- Wrote and filed session reports for quality improvement of center practices.

## EDUCATION

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**Master of Arts, English Writing Studies**, Kean University, 2015.

**Bachelor of Arts, English, Writing Option**, Kean University, 2013.