

Cristina J. Thaut

WIOA Program Director
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August 21, 2015

Greater Nebraska Workforce Development Board
550 South 16th Street
Lincoln, NE 68509-1829

Dear Greater Nebraska Workforce Development Board:

My work in higher education has allowed me to prepare and advise countless students in their career choices. Prior to teaching and advising, I coordinated large projects involving many educators and multiple state and local organizations.

As a teacher at Southeast Community College, I have developed a unit on career development; students find and complete an application in their field, write their resumes and cover letters. They are also required to do an interview with a prospective employer. I have worked as a tutor with students one-on-one, guiding many in writing and preparing for the job market.

Prior to teaching, I worked as an Assistant Project Coordinator for a grant-funded program for K-12 schools throughout Nebraska. I communicated with teachers weekly about their curriculum projects, planned and conducted workshops, planned statewide conferences for teachers and administrators, and worked with state and local organizations to give teachers access to classroom resources from these various organizations. I also evaluated grant applications from teachers and schools.

My earlier work as an Assistant Project Coordinator gave me the experience to coordinate volunteer projects. I worked with Community Crops in 2012 to organize "VegFest," a community wide celebration of local businesses, food vendors, and non-profit, health related organizations. I also volunteered with the Ponca Tribe of Nebraska from 2011 to 2014, to establish a wide-scale gardening project involving 28 families in the Niobrara region.

Sincerely,



Cristina J. Thaut

CRISTINA J THAUT

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HIGHLIGHTS ♦♦♦

- ♦ Educator
- ♦ Facilitator
- ♦ Event planner
- ♦ Excellent communicator
- ♦ Volunteer for various organizations
- ♦ Liaison to foundations, non-profit, governmental, and educational organizations
- ♦ Fundraiser
- ♦ Supervisor

EDUCATION ♦♦♦

- ♦ M.A. English
University of Nebraska at Lincoln, 1997
- ♦ B.A. English & Political Science
Hastings College, 1995

♦♦♦ PROFESSIONAL EXPERIENCE ♦♦♦

Instructor, Southeast Community College, Lincoln, NE

January 2004 to present

- ♦ Develop and teach face-to-face and online writing courses
- ♦ Maintain online resources for students
- ♦ Tutored students in writing at the SCC Writing Center

Facilitator: H1N1 CDC Community Engagement Meeting, Lincoln, NE

August 8, 2009

- ♦ Facilitated participants' discussion of the H1N1 virus and vaccine

Graduate Teaching Assistant, Department of English, University of Nebraska—Lincoln

August 1999 to December 2003

- ♦ Taught writing and literature courses
- ♦ Tutored students one-on-one in writing and revising
- ♦ Trained new Graduate Teaching Assistants
- ♦ Developed lesson plans, handouts, writing assignments, and activities for students and new Graduate Teaching Assistants

Writing Tutor, Writing Center at the University of Nebraska—Lincoln

August 2000 to May 2002

- ♦ Tutored UNL Students, including many International students
- ♦ Presented documentation and citation information to classes campus-wide

Teaching Assistant, ESL Program, University of Nebraska—Lincoln

Summer, 2001

- ♦ Worked with Japanese students from Senshu University; this included guided tours throughout Lincoln and Nebraska; small group conversation; general cultural exchange.

Assistant Project Coordinator, the "School at the Center" Project (a rural, K-12 grant-funded education project), Lincoln, NE

August 1996 to August 1999

- ♦ Communicated daily with K-12 teachers and administrators throughout rural Nebraska
- ♦ Organized a state-wide conference annually for rural Nebraska K-12 teachers and administrators
- ♦ Planned and conducted workshops for K-12 teachers applying for mini-grants and developing curriculum related to grants
- ♦ Evaluated teacher grant proposals for classroom projects
- ♦ Promoted the development and sharing of resources among humanities, arts, and education agencies
- ♦ Wrote, published, and distributed monthly newsletters for the projects

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- ♦ Developed curriculum with K-12 teachers, adhering to Nebraska State Education Department's standards
- ♦ Built a mobile lending library in consultation with teachers, and coordinated a rotation across institutions
- ♦ Maintained a website for teachers, administrators, and other organizations and participants
- ♦ Supervised graduate student employees

**Research Assistant, Department of English, University of Nebraska—
 Lincoln August 1996 to May 1997**

- ♦ Assisted in developing a Renaissance Studies Major: Compiled and digitized UNL archived materials
- ♦ Marketed the Renaissance Studies major to UNL student population

◆◆◆ **VOLUNTEER EXPERIENCE** ◆◆◆

UNL Extension Master Gardener Program

February 2012 to 2014

- ♦ Recruited and coordinated partners for Veg Fest 7, (to take place October 6, 2012)
- ♦ Promoted UNL Extension Master Gardener program at Old Cheney Farmers' Market, including advising customers
- ♦ Advised customers on plant selection at the Nebraska State Arboretum's Spring Affair, 2012

Ponca Tribe of Nebraska, Lincoln, NE

June 2011 to 2014

- ♦ Helped with Niobrara and Lincoln, NE gardening projects, involving multiple Ponca families, including presenting information to large groups, advising on plants, planting, and harvesting. Chose and delivered seeds and plants to participants
- ♦ Assisted in writing grant narratives
- ♦ Advised on developing an online class for Job Empowerment Program.

Dimensions Early Education and Nature Explore Programs, Lincoln, NE

August 2009 to present

- ♦ Guide children in the Classroom and the Outdoor Nature Explore classroom

Capital Humane Society, Lincoln, NE

January 2000 to October 2002, January to May 2011

- ♦ Provided Community Education and Outreach regarding animal care and responsibilities to pets
- ♦ Served on a planning committee for Annual Petwalk fundraiser, 2002
- ♦ Solicited donations from businesses and organizations
- ♦ Identified via database search potential funders