

Maria Stathis Batty

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Relevant Work Experience

Writing Lab Supervisor

Perimeter College, Georgia State University, Dunwoody, GA, 2015 to present

- Develop and maintain tutoring schedules based on survey and usage data
- Recruit, hire, train, and supervise Writing Lab tutors
- Reach out to instructors and department heads to encourage students to use Learning and Tutoring Center
- Conduct grammar and writing workshops for students
- Help promote and coordinate LTC events such as open house, poetry exhibit, training sessions, etc.
- Attend professional conferences and seminars, such as Southeastern Writing Center Association conference and Dyslexia seminar
- Assist Learning and Tutoring Center Coordinator as required
- Tutor at peak times

Writing Tutor

Georgia Perimeter College, Lawrenceville and Dunwoody, GA, 2006 to 2015

- Helped students develop the research, writing, and proofreading skills they need to complete papers and assignments

Student Assistant

Georgia State University, Atlanta, GA, 1993

- Performed data entry and correction on questionnaires for research project

Proofreader

The Coca-Cola Company, Atlanta, GA, 1991 to 1992

- Proofread art for packaging materials to ensure adherence to corporate standards, federal labeling laws, and legal disclosure requirements pertaining to contests and promotions (long-term temp assignment)

Production Editor

The Mescon Group, Atlanta, GA, 1989 to 1991

- Copyedited and closed 20-book training series
- Wrote and produced employee newsletter
- Copyedited materials to clients

Associate Vice President, Corporate Communications

Drexel Burnham Lambert, New York, NY, 1987 to 1988

- Copyedited and contributed to annual report, ads, editorial rebuttals, and speeches
- Wrote and edited employee newsletter
- Assisted editor of confidential newsletter for corporate officers

Senior Copyeditor

Business International Corporation, New York, NY, 1984 to 1987

- Managed staff of full-time copyeditors and freelancers; coordinated schedules with production and three editorial departments
- Copyedited and closed weekly and monthly newsletters, as well as books and briefing papers (including one with Barack Obama)

Assistant Editor

Industrial Research Unit, The Wharton School, Philadelphia, PA, 1977 to 1978

- Fact-checked, copyedited, and prepared manuscripts for print; proofread galleys

Education, Honors, and Certifications

- B.A. in English awarded *cum laude*, 1981, from Barnard College, Columbia University, New York, NY
- Post-baccalaureate study, 1991 to 1993, at Clayton State and Georgia State Universities; elected to Psi Chi, national honor society for psychology students, 1993
- CRLA- and TESOL-certified