

Lee Elaine Skallerup
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Education:

- 2001 – 2007 University of Alberta, Edmonton, Alberta, Canada
Ph.D. – Comparative Literature
- 1996 – 2002 Université de Sherbrooke, Sherbrooke, Québec, Canada
B.A. – English Studies with Specialization in Professional Writing
M.A. – Comparative Canadian Literature

Professional Experience

- 2009-Present **Staff Assistant**, Institute for Regional Analysis and Public Policy
Morehead State University
- *Wrote reports, conducted research, coordinated graduate student researchers.*
- 1999-Present **Instructor**, English
University of Kentucky, Florida A&M University, Cal State San Bernardino, University of Alberta, Champlain College
- *Developed and taught various levels of writing, language and literature courses.*
 - *Advised students, participated in professional development and administrative duties.*
 - *Published a number of academic articles in the field of Caribbean literature.*
 - *Presented at a number of academic conferences, including the Modern Languages Association.*
- 1998-Present **Freelance Writer**
Lemieux-Bedard Communications, Sherbrooke
- *Wrote reports, technical manuals for corporate and government clients.*
 - *Edited and proofread official and corporate materials.*
 - *Translated documents.*
- 2005-2008 **Assistant Coach**, swimming
Claremont-Mudd-Scripps, Claremont
- *Implemented and supervised the training of the sprinters.*
 - *Videotaped, analyzed and critiqued individual stroke performance.*
 - *Observed the workings of an NCAA Division III sports program.*
- 2003-2004 **President**, Graduate Students' Association
University of Alberta
- *Led a \$1,000,000 non-profit organization representing graduate students.*
 - *Produced various reports for different audiences: students, professors, general public, administrators, government representatives.*
 - *Oversaw a staff of three administrative assistants.*
 - *Participated in all levels of university governance.*

- *Participated in producing Case for Investment document:*
<http://www.uofaweb.ualberta.ca/governors/pdfs/CaseForInvestmentFinal.pdf>
- 2002-2003 **Research Assistant**
Athabasca University
- *Researched and wrote online critical introductions to Canadian authors.*
<http://www.athabascau.ca/writers/>
- 1997-2001 **Press Box Runner**
Montreal Alouettes, Canadian Football League
- *Coordinated information during football games between the team and journalists covering the event.*
- 2000 **Communications Agent**
10th World Veterans Table Tennis Championships, Vancouver
- *Wrote and published a daily newsletter chronically the events of the Championships.*
 - *Wrote press releases for English markets.*
- 1999 **Technical Writer, Coop Work Term**
Nortel Networks, Montreal
- *Edited technical documents written by technical specialists.*
 - *Participated in the Nortel Standard English program.*
- 1998 **Technical Writer/Translator, Coop Work Term**
Objectif Lune, Montreal
- *Wrote, edited and translated technical manuals and promotional materials.*
 - *Wrote and edited user interface language.*
 - *Oversaw the production of promotional materials and technical manuals.*
- 1998 **Writer/Editor/Translator, @StatsCan, Coop Work Term,**
Statistics Canada, Ottawa
- *Wrote, edited and translated articles for the Statistics Canada internal online newsletter.*
 - *Formatted online content using web publishing software.*
- 1996-1998 **Editor-in-Chief, HardCopy**
University of Sherbrooke
- *Edited and oversaw the operations of the university's English newspaper.*
 - *Wrote articles, assigned stories, and supervised both online and print production.*
- 1993-1996 **Press Officer**
Dorval Swim Club, Quebec
- *Wrote press releases for local media regarding swimmers' performance and club news.*