

Mollie Kaufer

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bridging disciplines and cultures

Education

Carnegie Mellon University.
MA in Professional Writing, global and technical contexts,
December 2015

Carnegie Mellon University.
MA in Second Language Acquisition, English writing and
pronunciation,
May 2012

Chatham University.
BA in Modern Languages, Chinese and Arabic
May 2011
Awards. Siglo Falk for International Awareness and Citizenship

Professional, Technical, and Global Writing

Teaching and Mentorship (current positions)

University of Maryland College Park.
English Language Specialist and Professional Track Faculty,
Graduate Studies of Interpreting and Translation (GSIT),
January 2016-present

University of Maryland College Park.
Professional Track Faculty,
Professional Certificate in Enhanced English Fluency (EEF),
August 2017-present

Professional Experience

Carnegie Mellon University Qatar.
Research Associate and Content Developer for mobile app
teaching technical writing for ESL audiences,
September 2012-July 2014

University of Maryland College Park.
Writing and Design Intern in the Communication Department,
June 2015-August 2016

Freelance Editing for ESL faculty in the humanities and
technical fields,
August 2012-present

Software

Adobe InDesign
Adobe Illustrator
HTML
Balsamiq
Microsoft Office

Languages

English. native speaker with professional writing skills
Arabic. oral language skills
Chinese. oral language skills

Chinese and Arabic-Speaking World

Arabic and Chinese Language Study

Egypt. International Language Institute.
June-August 2010

China. Beijing Normal University.
September 2009-June 2010

Shanghai International Studies University.
May-July 2008

English Writing and Pronunciation Instruction

Qatar. Language Bridges.
September 2013-March 2014

Oman. American Middle East Institute.
July 2012

China. Beijing Normal University.
October 2009-January 2010

Relevant Coursework

Professional and Technical Writing
Style and Grammar
Teaching Methodologies for Modern Languages
Theories in Second Language Acquisition
Mapping Arabic and Chinese Sounds onto English
Communication in the Global Marketplace
Planning and Testing Documents
Document Design
Software Documentation

Conferences and Accepted Papers

Institute of Electrical and Electronics Engineers (IEEE).
Co-Author and Presenter on Technical Writing Instruction,
June 2013

Paper Title. "Understanding the Relationship between
Rhetorically-Based Learning Modules and Communication
Skills Improvement in Global Technical Writing course"

Carnegie Mellon University Polyglott Journal.
Chinese paper on Sinitic and Sinitic Language,
April 2011

Paper Title. "Xiao'er Jing"