

Shelby R. Miller  
Department of Literature and Languages  
Texas A&M University-Commerce  
E-Mail: Shelby.Miller@tamuc.edu

## **Education**

Ph.D. in English  
Texas A&M University-Commerce, TX (Expected 2019)  
M.S. in Higher Education Administration  
Texas A&M University-Commerce, TX  
B.S. in Psychology  
Tabor College, KS  
B.S. in Business Administration, Marketing and Management emphases  
Tabor College, KS

## **Academic Conference Presentations**

2018 Miller, S., & Monárrez, S. “Individual Personality & Preferred Language Learning Strategies”. TexTESOL State Conference, Dallas, TX  
2017 Miller, S. “How does Personality affect linguistic production? A Cross-Disciplinary Approach to Assessing Speech Act Responses”. DFW Metroplex Linguistics Conference, Arlington, TX  
2017 Miller, S. “Innovative Approaches to the Delivery of an Online MA in TESOL” International TESOL Conference, Baltimore, MD  
2016 Miller, S., & Gironzetti, E. “Innovative Approaches to the Delivery of an Online MA in TESOL”. International TESOL Conference, Seattle, WA

## **Higher Education Appointments**

January 2018 – Present  
Graduate Teaching Assistant  
Department of Literature and Languages  
Texas A&M University-Commerce

February 2014 – January 2018  
Graduate Recruiter  
College Humanities, Social Sciences, & Arts  
Texas A&M University-Commerce

August 2011 – December 2012  
Assistant Director of Admissions  
The Art Institute of Dallas

August 2010 – August 2011  
Graduate Assistant – Leadership Education

Texas A&M University-Commerce

August 2008 – August 2010  
Admissions Counselor  
Tabor College

**Courses Taught**

LING 2050 - The Language of Now: Pop Culture, Technology, and Society (Spring 2019)  
ENG 1301 - College Reading and Writing (Spring 2019)  
ENG 100 - Introduction to College Reading and Writing (Spring 2018, Fall 2018, Spring 2019)  
FLC 100 - Leadership (Fall 2010)  
FLC 200 - Leadership (Fall 2011)

**Events Organized:**

*Chair and Organizer*

- 2018 Miller, S. & Grant, A. *Spring Professional Development Day: Language Educator Workshops* – All-day workshops for area college and high school educators, featuring multiple, concurrent sessions led by Linguistics and Spanish faculty. Texas A&M University-Commerce.
- 2017 Miller, S. & Grant, A. *Spring Professional Development Day* – All-day workshops for area college and high school educators, featuring multiple, concurrent sessions led by Linguistics, English, History, and Spanish faculty. Texas A&M University-Commerce.
- 2016 Miller, S. *Fall Professional Development Day* – All-day workshops for area college and high school educators, featuring multiple, concurrent sessions led by Linguistics, English, History, and Spanish faculty. Texas A&M University-Commerce.
- 2016 Miller, S. *Spring Professional Development Day* – All-day workshops for area college and high school educators, featuring multiple, concurrent sessions led by Linguistics, English, History, and Spanish faculty. Texas A&M University-Commerce.
- 2015 Miller, S. *Fall Professional Development Day* – All-day workshops for area college and high school educators, featuring multiple, concurrent sessions led by Linguistics, English, History, and Spanish faculty. Texas A&M University-Commerce.

*Organizer*

- 2018 Miller, S. *10<sup>th</sup> Annual DFW Metroplex Linguistics Conference*. Texas A&M University-Commerce, November 9.
- 2018 Miller, S. *8<sup>th</sup> Annual Humor Conference*. Texas A&M University-Commerce, February 16-17.

2016 Miller, S. *Senior Recognition Reception*. Banquet for graduating undergraduate seniors that had demonstrated top academic performance. Texas A&M University-Commerce.

#### *Committee Member*

2019 Miller, S. *Conference of the International Society for Humor Studies*. Collaborate work with Texas A&M University-Commerce, University of Maryland, and the University of Texas at Austin, June 24-29.

### **Honors and Awards**

#### *National*

2009 Recognized at the Gallup Strengths in Education Conference as a leader in college StrengthsFinder initiatives, Gallup

#### *Campus*

2018 2<sup>nd</sup> place, Texas A&M University-Commerce, Annual Research Symposium

2016 Customer Service Award, College of Humanities, Social Sciences & Arts, as voted on by internal and external constituencies

### **Service**

- Promotions, Member: SEGAD, Spanish and English Graduate Students for Advancement and Development, 2015-2017
- Editor: Mayo Review, 2017

### **Technological Skills**

- LMS – eCollege, D2L
- Banner
- Salesforce
- Webfocus
- Cascade

### **Professional Development**

2017 “Spanish Heritage Language: Speakers and Learners” Workshop. University of Texas – Austin

2018 Institutional Training: Research Involving Human Subjects, Research Misconduct, Data Management, Authorship, Peer Review, Mentoring, Conflicts of Interest, Collaborative Research. Texas A&M University-Commerce

2018 VIPKid Regional Conference. Dallas, TX.

2011 NCSL, National Conference of Student Leadership Conference

2011 LEI, Leadership Educators Institute Conference

- 2011 Assistant Director of Admissions National Sales Training with the Education Management Corporation, Education Management LLC
- 2010 Noel Levitz, Focus on The Things That Matter to Increase Student Success, Wichita, KS
- 2010 Gallup Strengths in Education Conference, Omaha, NE
- 2009 Gallup Strengths in Education Conference, Omaha, NE
- 2007 Gallup Strengths in Education Conference, Omaha, NE

## **Leadership and Management Experience**

Eight years of experience in higher education, serving in recruitment, retention, and teaching. Background in university-to-public networking and outreach, academic program creation, and academic program revitalization. Experience in working with traditional and nontraditional students from recruitment through graduation.

### **Graduate Teaching & Research Assistant**

January 2018 – Present

Texas A&M University-Commerce, Department of Literature and Languages, Commerce, TX

- Instructor of ENG 100
- Devised curriculum for all ENG 100 lab courses in the Writing Program
- Renovated the Writing Program's online resources
- Archival work for Federation of Workers and Writers Community Press

### **Graduate Recruiter – Student Specialist**

February 2014 – January 2018

Texas A&M University-Commerce, College of Humanities, Social Sciences, & Arts, Commerce, TX

- Exceeded enrollment goals each term, increased overall enrollment by 47.96% in two years
- Built and managed recruiting pipeline, averaged 38% conversion rate of inquired to enrolled, 44.1% conversion rate of applied to enrolled
- Revitalized programs with declining enrollment to a 966.6% enrollment increase
- Launched a new graduate program with 8500% growth in first 1.5 years
- Direct supervisor of college's Graduate Retention Specialist
- Supervised website renovations, print material development, and social media initiatives for undergraduate and graduate programs, domestic and international campaigns

### **Senior Event Staffing Manager**

January 2012 – April 2013

Snelling Staffing Services - Denver, CO & Richardson, TX

- Recruited and staffed events ranging to 240 employees

### **Assistant Director of Admissions**

July 2011-December 2011

The Art Institute of Dallas, Dallas, TX

- Exceeded territory enrollment goals for both August and November quarters; recognized for most appointment sets and applications

- Completed 200-500 calls to prospective students and interviewed 8 to 15 potential students on a weekly basis

Graduate Assistant - Leadership

August 2010- July 2011

Texas A&M University-Commerce, TX

- Instructor of the First-Year Leadership Class
- Trained students on assessment and applications of Strengths-based leadership, emotional intelligence, and well-being

Admissions Counselor

July 2008- July 2010

Tabor College, Hillsboro, KS

- Exceeded monthly recruiting goals for applications, acceptances, and deposits by an average of 22%, 6%, 37% respectively
- Completed a minimum of 90 cold calls to prospective students on a weekly basis
- Established college-to-community relationships with religious leaders, K-12 and Higher Education administrators and educators, board members, and alumni.

### **Other Appointments**

VIPKid English as Foreign Language Instructor

January 2018 – December 2018