

Stephanie K. Richards
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Education

University of Wisconsin-Madison

Currently writing dissertation

Master's Degree (Aug 2008)

Major: Russian Literature, Minor: Religious Studies

Cumulative Grade Point Average: 4.0

Hunter College of the City University of New York

Bachelor's Degree, Special Honors Curriculum; Summa Cum Laude (Jan 2003)

Major: English Literature, Minor: Russian language and culture

Cumulative grade point average: 3.9

Awards and Honors

J. Thomas Shaw Prize for best graduate student paper (2009)

Foreign Language and Area Studies Fellowship (2007 summer award and 2008 academic year award)

Member of the Thomas Hunter Honors Program (2000-2003)

Honorable mention, Miriam Weinberg Richter Award – Hunter College English Department essay competition for conspicuous ability in English (2002)

Philip and Aida Siff Foundation Scholarship (2001)

Experience

Russian Language and Literature Instructor, University of Wisconsin-Madison (Sept 2006 – May 2010)

Taught first year Russian language to classes of 12-22 students. Responsibilities included lesson planning, homework correction, creating and grading unit tests and oral exams, creating and grading final exams and assigning final grades. Led discussion portion of a 20th century Russian literature course. Responsibilities included: guiding students through productive discussion, assigning and grading three writing assignments, grading quizzes and tests, determining final grades, and coordinating closely with other instructors and the lecturing professor.

English Instructor, Moscow and Rome (Feb 03 – Aug 2006)

Instructed students ranging in age from 6 to 50 years. Responsibilities included: instructing large classes and individuals in the development of English grammar, pronunciation, and vocabulary. Employed by Samantha School in Moscow and Anglo-American International School in Rome.

Researcher's Assistant, Moscow (Sept 04 – Dec 04)

Assisted Fulbright scholar Nadya Peterson with research conducted in Moscow secondary schools. Responsibilities included: transcribing and translating recorded interviews into English, summarizing and organizing findings.

Aide to Deputy of the Russian State Duma, Moscow (Aug 04 – Dec 04)

Served primarily as a language assistant to Anatoly Aksakov, Deputy chairman, of the committee for credit organizations and financial markets of the Russian parliament. Responsibilities included: translating into Russian correspondence received in English, giving verbal briefs (in Russian) of English texts, preparing the Deputy for international meetings and conferences, translating his speeches into English and coaching him on presentation.

Writing Instructor, New York (Aug 02 – Dec 02)

Taught intermediate expository writing at Hunter College of the City University of New York as an employee of the English Department. Responsibilities included: creating a syllabus constructed around three major writing assignments, fortifying students' fundamental writing skills, teaching the development of individual style, and grading finished essays.

Library Assistant, New York (March 02 – Dec 02)

Served as an assistant in the Rare Books and Original Manuscripts Division of the Humanities and Social Sciences Research branch of the New York Public Library. Responsibilities included: assisting in the preservation and maintenance of the Special Collections manuscripts, retrieving materials for readers, and corresponding with potential readers about the availability of materials.

Writing Tutor, New York (Jan 01 – Dec 02)

Served as a paid individual tutor at the Reading and Writing Center at Hunter College of the City University of New York. Responsibilities included: instructing students in the construction of an academic essay from pre-work to finished product, teaching grammar, running workshops on various skills (such as thesis coherency, language development, and self-editing).