

IOANNA PANOS

Division of English, Philosophy, Communications, and Humanities
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EXPERIENCE**Houston Community College****Houston, TX****Dual Credit Instructor of English** (January 2015 – Present)

- Create dynamic lesson plans considering different learning styles by employing large and small group activities, online resources, and learning management systems for English Composition I and II.
- Monitor and evaluate student progress by regularly communicating with students and dual credit administrators about course progress and student performance. and addressing their questions and concerns.
- Ensure all relevant federal, college, and district records are maintained and laws are followed, regardless of pressure from parents and high school staff.
- Nominated for a 2016 – 2017 Teaching Excellence Award.

Online Tutor (November 2015 – Present)

- Created and moderated dual credit professional development round table and spoke at information session to drive increased faculty engagement and understanding of online tutoring at HCC faculty senate conferences.
- Develop and serve as sole administrator for the tutoring library guide, a public collection of documents and online resources designed to supplement tutor feedback on students' assignments.
- Collaborate with online tutoring director and other tutors to create and revise tutoring materials and methods.
- Tutor writing assignments for content and grammar.

Silent Auction Services**Employee Coordinator and Business Development** (September 2012 – November 2014)

- Coordinated pre-event planning and day-of execution with CEO, operations manager, and client managers, to provide high-end silent auctions, mostly for non-profits in the Houston area.
- Managed day-of-event activities and addressed challenges to ensure event started on time and without disruptions.
- Handled daily staff-related tasks and assisted in administrative decisions before, during, and after auctions.
- Designed and helped develop training sessions with the Training Crew Chief for new and continuing employees.

Springer Science + Business Media (April 2011 – April 2015) (DE headquarters in Philadelphia, PA)**Developmental Editor and Project Manager**

- Managed assigned projects in coordination with Springer's clinical medicine, biomedicine, and life science editors and production staff.
- Ensured chapter and book progress along publisher's timeline and addressed project issues stemming from complex and conflicting professional schedules of authors and contributors.
- Compiled new project legal documents and chapter requirements checklists for authors and contributors.
- Organized and verified components in chapters as indicated in the checklists, such as legal documents for permission to publish, chapter sections, and reference format according to AMA standards.

Louisiana Bicentennial Commission – Office of the Louisiana Secretary of State**Baton Rouge, LA****Executive Assistant to Chairman** (November 2009 – February 2010)

- Organized culminating public event by collaborating with participants, other executive assistants, and businesses.
- Collected and organized information for the Commission and related members of Secretary of State's office to assist chairman with smaller promotional events and committee meetings.
- Managed projects largely independently after chairman moved out of state.

CERTIFICATIONS AND TRAINING

Texas Teaching Certificate – Classroom Teacher

Valid February 21, 2015 – July 31, 2020

- Art (EC – 12)
- English Language Arts and Reading (7 – 12)
- Gifted and Talented Supplemental (EC – 12)

AP English Literature and Composition

July 2017

AP Art History Training

July 2015, July 2016

EDUCATION

Louisiana State University

Completed Ph.D. coursework in Comparative Literature (December 2010); Master of Arts (September 2006)

Baton Rouge, LA

Louisiana State University - Shreveport

Master of Arts in Education in Gifted Secondary English (May 2003)

Shreveport, LA

Centenary College of Louisiana

Magna Cum Laude, Bachelor of Art in Studio Art; Minor in English; Certification in Secondary Education (May 2001)