

# Janine G. Hillman

## Current Address (until 5/99)

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190 School Road  
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## Education

Bachelor of Arts in English, Indiana University of Pennsylvania, Indiana, PA  
Expected date of graduation May 1999

## Professional Experience

**Writing Center Tutor**, Indiana University of Pennsylvania Writing Center, 8/98-present.

Gave individual and group tutorials to undergraduate, graduate, and international students, reviewing writing assignments to strengthen their writing, proofreading, and editing skills. Also taught workshops to college classes on e-mail, Internet research, desktop publishing, and word processing.

## Honors/Activities

**Project WRITE**, Fall 1997--Corresponded via e-mail with students at Eisenhower

Elementary School, Indiana, Pa, about their English class assignments. Reviewed each assignment over e-mail and replied with feedback on how they could improve their writing skills and the content of each assignment.

**IUP English Department Undergraduate News Bulletin, Editor**, 1997-present--Compiled

a weekly newsletter of current University-related events concerning the English Department and its clubs and organizations. Distributed the newsletter to more than 400 department faculty and undergraduate majors.

**IUP English Department Peer Mentor Program, Member**, 1997-1998--Mentored freshman

and transfer English majors and helped them adjust to University life and the IUP English Department.

**IUP English Department Peer Mentor Program, Vice President**, 1998-present--Attended

all Peer Mentor Program officer meetings, handled assignment of department mailboxes to new majors, and coordinated and presented the "24 Hours as an English Major"

program to introduce high school juniors and seniors to college life and the IUP English Department.

**IUP English Club, Vice President** , 1998-present--Attended all English Club meetings

and coordinated all fundraising efforts as well as a university book drive to collect and donate books to worthy causes.

**IUP English Department Undergraduate Conference** , Chairperson, Spring 1998--Helped

to organize the conference, assisted in the registration of all presenters, chaired student presentations, and aided in post-conference clean up.

**IUP English Department Undergraduate Conference, Presenter**, Spring 1998--Co-wrote

and acted in a modern dramatic interpretation of John Milton's masque *Comus* .

**IUP Dean's List**, Spring 1998 and Fall 1999

**English Association of Pennsylvania System Universities Conference, Presenter**, Fall

1998-- Collaborated on a panel presentation supplying information and answering questions about applying to graduate school. Also acted once again in the modern dramatic interpretation of Milton's *Comus*.

**Sigma Tau Delta**, the International English Honor Society-IUP Chapter, Spring 1999