
Kristina L. Schaap

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405.501.6535

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SUMMARY OF QUALIFICATIONS

Ten years of teaching experience
Five years of management experience
Trained new tutors and supervisors for tutoring center
Prepared time cards and time sheets for tutor/supervisor payroll
Developed Microsoft Excel skills by taking Excel Basics, Excel Level Two, and Excel Level Three classes
Collaborated to revise Business Communication 3223 by creating new learning goals and assignments
Managed classroom and developed lesson plans for a variety of classes

EXPERIENCE

Business Communication Lecturer, Management Department

Oklahoma State University, Stillwater, Oklahoma

August 2011-present

- Instruct students in verbal and nonverbal business communication skills
- Facilitate learning and teamwork through various group activities and writing workshops
- Create assignments tailored to students' interest and future business goals

Lead Supervisor, Student Success Center

Northern Oklahoma College, Stillwater, Oklahoma

January 2010-present

- Supervise all tutors
 - Manage time cards and time sheets for all tutors and supervisors
 - Coordinate tutor and supervisor schedules and track tutor/supervisor absences
 - Interviewed new supervisors
 - Continue tutoring center improvement by attending Oklahoma State University tutor training and active shooter training
 - Improved tutoring center by implementing tutor evaluations and appointment scheduler
 - Created adaptable online tutoring program for the Language Arts Department using Google+, Google Drive, and Google Hangouts
- Collaborated with tutors to fine tune the process
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Adjunct, English Department

Northern Oklahoma College, Stillwater, Oklahoma

August 2008-2013

- Taught reading, writing, and critical thinking skills in Basic Composition, Composition One, and Composition Two
- Created assignments for students that challenged critical thinking skills and improved their writing and research skills
- Counseled students on educational goals

Teaching Assistant, English Department

Oklahoma State University, Stillwater, Oklahoma State

August 2005-May 2011

- Teamed with literature professor to teach 3000 level Shakespeare classes
- Taught Composition 1 & 2
- Developed lesson plans and assignments for every class

CONFERENCES

“Instructor and Librarian Collaboration to Teach Research Writing: An Assessment of Learning Outcomes,” 2015

Association for Business Communication 2015 Annual International Conference

Seattle, WA, October 2015

“Authenticating Assignments with the Use of Cultural Research, Current Events, and Major-related Companies and Departments,” 2014

Association for Business Communication-Southwestern United States.

Dallas, TX, March 2014

EDUCATION

Oklahoma State University, Stillwater

Master of Arts, December 2011

Area of Study: Early Modern English Literature

Overall GPA: 3.5

Oklahoma State University, Stillwater, Oklahoma

Bachelor of Arts, May 2005

Major: English

Minor: History

Overall GPA: 3.5

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HONORS

Dean's Honor Roll, 2001-2005, National Society of Collegiate Scholars, 2004-2005, Multi-Cultural Student Honors Recognition, 2004, 2005

ACTIVITIES & CONTINUING EDUCATION

Microsoft Excel Basics, Excel Level II, and Excel Level III, 2016
Studying Spanish Level 1
Stillwater Humane Society volunteer, 2016
Tulsa Day Center for the Homeless volunteer, Christmas 2015
Remember the Ten Run, 2014 & 2016
Color Run, 2012, 2013 & 2015
Jingle Bell Run, 2012
Climb To the Top, 2013
