

---

# MAKENZIE NORMAN

*makenzie.norman@okstate.edu*

---

## Education

**Master of Science in Global Studies** **May 2021**

**Emphasis: Global Communication and Public Diplomacy**

Oklahoma State University, Stillwater, OK

**Bachelor of Science in Business Administration: Management** **May 2016**

Minors: Religious Studies and Leadership

36 hours of coursework in Strategic Communications

Oklahoma State University, Stillwater, OK

Honors College 2011-2015

## Work Experience

Spears School of Business: Department of Management Aug. 2021 – current

### **Business Communication Adjunct Professor**

- Prepare for and teach class 2-3 days per week
- Provide feedback for students and keep up with grading class materials
- Work with other faculty on class planning and research activities

Graduate College at Oklahoma State University Aug. 2019 – June 2021

### **Graduate Research Assistant**

- Draft and prepare weekly Monday Memo for graduate students and faculty
- Maintain external website and internal communications through Canvas

College of Human Sciences at Oklahoma State University April 2017 – Aug. 2019

### **Communication Specialist – Web Manager**

- Implemented new templates and management systems as directed by the university communications office
- Prepared written content and styling for webpages
- Collaborated with a team of creatives to best promote content through webpages

College of Human Sciences at Oklahoma State University Aug. 2016 – Feb. 2018

### **Administrative Assistant**

- Maintained the office, made purchases and other daily tasks
- Served as a Wellness Ambassador for around 20 people

## University Activities

Model United Nations Feb. 2022 – current

### **Faculty Advisor**

- Research and prepare to lead Model UN meetings with groups of students
- Travel to conferences and facilitate club activities

Spears School of Business May 2022 – current

### **Internal Assessment Specialist**

- Evaluate student performance on written and verbal communication benchmarks

- Provide rubrics and evaluation content for the evaluation process

Student Association of Global Affairs (SAGA) Aug. 2019 – January 2021

**Vice President**

- Attend general graduate student government meetings as a liaison
- Attend monthly SAGA meetings and other events as a participating officer

Graduate Student and Professional Government Association Jan. 2020 – May 2020

**Communications Director**

- Maintain GPSGA website and social media
- Work to improve communication between officers and members

Additional Educational Experience

Oklahoma State University: English Aug. 2017 – Dec. 2017

**ENGL 5243: Teaching English as a Second Language**

- Created lesson plan, teaching philosophy, syllabus, and more
- Attended and participated in lectures and discussion
- Gained basic understanding of TESL graduate studies

Oklahoma State University: Entrepreneurship Aug. 2020 – Dec. 2020

**Creativity, Innovation, and Entrepreneurship Scholars**

- Worked weekly with a diverse team of graduate students
- Conducted interviews and other customer discovery throughout the semester
- Wrote a business plan and gave 6 presentations on the business idea

Volunteer/Community Activities

Conversation Club Aug. 2017 – May 2018

**Facilitator/Teacher**

Aug. 2021 – May 2022

- Organized and promoted weekly English class
- Taught OSU students and community members how to improve in English
- Created standard curriculum, planned and facilitated outings

Mission of Hope Feb. 2017 – May 2018

**Volunteer Dinner Chef**

- Coordinated effort to cook dinner in house once a week for residents
- Encouraged and found new volunteer
- Connected with residents in an effort to strengthen community bonds

Skills & Certifications

Strength Finders through Oklahoma State University April 2018

**5 Strengths Identified**

- Includer, Woo, Communication, Ideation, Positivity

Meridian Technology through Oklahoma State University Oct. 2016 – April 2018

**Adobe Creative Suite**

- Photoshop CS6 Intermediate
- InDesign CS6 Basics
- Illustrator CS6 Basics