

Maggie Dunlap

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Connecting people across languages and cultures via scholarly research, teaching, translation, and interpretation.

EXPERIENCE

Graduate Assistant; *Center for New Designs in Learning and Scholarship, Georgetown University, Washington, DC, May 2023-present.*

- Enable institution-wide transition of 7,000+ users to WordPress 6.2 via applied research of themes and development of training materials.
- Build attractive, modern templates for course sites, course blogs, and ePortfolios using WordPress Customizer and Site Editor.

Instructor of Record; *Department of Spanish & Portuguese, Georgetown University, Washington, DC, Fall 2022-present.*

- Instruct students in cultural understanding and language acquisition via flipped classroom model and inclusive, theoretically driven pedagogy.
- Collaborate with colleagues to design and administer assessments.
- Coordinate with Academic Resource Center to implement students' classroom accommodations.

Marketing Intern; *Georgetown University Press, Washington, DC, May-August 2022.*

- Developed direct marketing for conference events in the form of rights catalog designs and email campaigns with a 34% open rate.
- Enabled future co-publishing opportunities via qualitative, multilingual research of peer organizations attending Frankfurt Book Fair 2022.
- Reconciled sales invoices of e-book revenue.

Translation Consultant; *Ohio Legal Help, Columbus, OH, March 2022- present.*

- Prepare plain language legal help information in Spanish by remotely performing quality assurance of translation in Drupal website platform.
- Conduct in-person user-testing of new Spanish-language website with target communities of potential clients.
- Advance organization mission of removing barriers to justice by translating crucial domestic violence and debt collection related legal forms.

Upper School Spanish Teacher, Edtech Ambassador; *St. Paul's School for Boys, Brooklandville, MD, 2019-21.*

- Designed and led workshops on EdPuzzle, Quizlet, and more for 30+ attendees.
- Collaborated with edtech colleagues to test, select, and implement school-wide transition to new Learning Management System (Brightspace).
- Instructed students via Teaching Proficiency through Reading and Storytelling.

Spanish Teacher, Internship Coordinator; *Barrie School, Silver Spring, MD, 2018-19.*

- Administered and trained 100+ stakeholders in x2VOL hours tracking platform to optimize community service component of graduation.
- Identified, established, and promoted community internship programs.
- Instructed students in cultural understanding and language acquisition.

Spanish Teacher, ManageBac Administrator; *Lowcountry Preparatory School, Pawleys Island, SC, 2014-18.*

- Administered and trained 80+ stakeholders in ManageBac online platform.
- Courses: International Baccalaureate Language B Spanish; World Religion.
- **Upper School Teacher of the Year, 2016-17.**

COMMUNITY INVOLVEMENT

First Year Representative, *Graduate Students of Spanish and Portuguese Organization, (GSPSO), Georgetown University, Washington, DC, Fall 2022-Spring 2023.*

- Liaise between GSPSO, first-year and prospective graduate students to facilitate academic and social transition to graduate life.

Student Library Council, *Joseph Mark Lauinger Memorial Library, Georgetown University, Washington, DC, Spring 2022-present*

- Brainstorm ways to improve library services and raise issues affecting the student body.

SKILLS

- *Public Speaking*
- *Writing*
- *Editing*
- *Research*
- *Edtech Training*
- *Translation*
- *Interpretation*
- *Volunteer Management*

LANGUAGES

Spanish:

Near-native

Portuguese:

Advanced Knowledge

French:

Reading Knowledge

EDUCATION

Doctor of Philosophy in Spanish,
Georgetown University,
Washington, DC, expected
2026.

Master of Arts in Spanish,
Middlebury College,
Middlebury, VT, and Buenos
Aires, Argentina, August 2020.
Awarded *Mejor estudiante*
graduada

Bachelor of Arts with Honors in
Political Science, Sewanee:
The University of the South,
Sewanee, TN, May 2014.

CONFERENCES

ACLA (American Comparative
Literature Association) 2023,
Chicago

Seminar Paper: Beyond
Violence: The Apocalyptic in
Leticia Martín's *Estrógenos* and
Pola Oloixarac's *Mona*

ACTFL (American Council on the
Teaching of Foreign Languages)
2022, Boston

In-person Presentation:
"Beyond the Red Pen:
Leveraging Written Corrective
Feedback for L2 Learning," with
Dr. Ron Leow and Michael
Sciaccia.

ACTFL 2021, Virtual

Simulive Session: "You're
Already a CI Teacher:
Demystifying Comprehensible
Input."