

KAREN LITTLE

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EDUCATION

Duke University, Durham, NC Ph.D. Candidate in English, ABD African and African American Studies Certificate Program Committee: Priscilla Wald (director), Tsitsi Jaji, Jarvis McInnis, and Thomas Ferraro	2014 - 2021
University of Kentucky, Lexington, KY M.A. in English 4.0 GPA	2014
M.A. Secondary Education with Initial Certification Program English Concentration; 4.0 GPA	2009
B.A. English French Minor; 4.0 GPA; Summa cum Laude with Departmental Honors	2007

HONORS & AWARDS

Bass Instructor of Record Fellowship (Spring Semester 2021)	2021
Summer Research Fellowship for Third-Year Ph.D. Students and Beyond, <i>Duke University Graduate School</i>	2019, 2020
Kenan Institute for Ethics Fellow, <i>Duke University</i>	2018 – 2019
Stephen Horne Award for Excellence in Teaching, <i>Duke University</i>	2018
Paper selected Best in Section, <i>College English Association Conference</i>	2018
Top 5% Undergraduate Instructor Course Evaluations, Trinity College, <i>Duke University</i>	2018
Conference Travel Awards, <i>Duke University</i>	2015, 2016, 2018, 2019
Summer Research Fellowship for First- and Second-Year Students, <i>Duke University Graduate School</i>	2014, 2015
William J. Sowder Award for Best Graduate Student Critical Paper, <i>University of Kentucky</i>	2013
Daniel R. Reedy Quality Achievement Fellowship Award, <i>University of Kentucky</i>	2012-2014
Delta Epsilon Iota Academic Honor Society	2006
Golden Key International Honour Society	2006
National Dean’s List	2006
College of Arts and Sciences Dean’s Scholarship, <i>University of Kentucky</i>	2006
William T. Young Scholarship, <i>Transylvania University</i>	2004-2005

RELEVANT WORK EXPERIENCE

The Carnegie Center for Literacy and Learning, Lexington, KY Registrar and Class Coordinator	Spring 2023 - Present
Promoted in July 2024 from “Registrar and Database Administrator” to “Class Coordinator.” I retained many of the registrar and database administrator duties after promotion but delegated more aspects of those positions to two other employees with the title “Registrar and Program Associate.” My duties as Class Coordinator have included the following: Planning the class schedule for each season by contacting prospective instructors, fielding course proposals via Google Forms, and confirming the schedule with instructors. Distributing the finalized course schedule via a catalog and the website. Performing data analysis to determine which courses are in demand and/or produce the most revenue. Responding to findings by increasing popular offerings like foreign language classes and tweaking the structure of other classes to improve enrollment. Pulling or producing from scratch reports on enrollment, revenue, instructor payments, and scholarships for grant tracking. Instructor onboarding tasks such as collecting W-9 forms, providing information about expectations, and explaining invoicing procedures. Instructor invoicing and record-keeping. My duties as “Registrar and Database Administrator” included the following: Performed both patron-facing and staff-supportive administrative work. Registered patrons for classes, directed patrons in the building to programs, answered phone and email inquiries, and informed patrons of programming updates and cancellations. Assisted instructors and staff with technology for meetings and classes. Maintained the Salesforce/Patron Manager database by adding classes and events with registration links to our website, creating payment portals for unusual purchases like Ghostwriting installments, updating patron data, and pulling reports to support Development with grant-tracking and Marketing with mail and e-letter campaigns. Processed in-kind donations of books. Organized the public reading room into age and genre based sections. Served on the Handbook and Building Use committees, developing materials for both. Assisted Finance and Author Services with bookkeeping for mentoring invoices. Maintained the internal Google Calendar for classes and events, and rolled out use of a shared Google Drive for improved collaboration and material retention.	

Wild Labs/ Wild Health, Lexington, KY**Director of HR & Staffing; Special Projects Coordinator****Summer 2021- Winter 2023**

Promoted from CEO's personal assistant to Onboarding team member and then Co-Director Fall 2021; promoted to Co-Director of HR December 2021; promoted to Director of HR and Staffing May 2022. Recent duties include: developing a benefits package; managing migration of 80 employees to a new payroll in Paycom; managing hiring searches for several key positions using indeed; onboarding new hires; staffing COVID-19 testing sites in Lexington, Louisville, and Morehead; assisting payroll by tracking PTO and raises; handling employment verifications; managing a small HR support staff; developing a staff informational Google site.

Duke University, Durham, NC**RA for Dr. Robert Mitchell****Fall 2018**

Edited manuscripts for publication. Produced an index for a monograph from scratch.

Graduate Assistant for Representing Migration Humanities Lab under Charlotte Sussman**Fall 2018**

Assisted in the interview process for a hire to support the three departmental humanities labs. Coordinated a series of three Digital Humanities Pedagogy/Research events with staff in Franklin Humanities Institute, Wired! Lab, and Trinity Technology Services. Participated in the Black Mobilities and the Archive lab stream preparing course materials for a future course to be taught by Jarvis McInnis.

RA for Dr. Jarvis McInnis**Summer 2018**

Collated data about non-American students from Tuskegee Institute Yearbooks.

TA for Representing Migration Humanities Lab under Dr. Charlotte Sussman**Spring 2018; Spring 2019**

Assisted lab co-conveners in designing, publicizing, and producing events for the lab including annual symposiums. Planned events for the lab for the 2018-19 academic year. Managed correspondence with the lab mailing list and with contacts in other departments. Coordinated lab fellowship communication and presentations. Participated in the Black Mobilities and the Archive lab stream under Jarvis McInnis.

RA for Jasmine Cobb**Summer 2017- Spring 2018**

Performed research for a timeline in an edited volume for Cambridge University Press. Edited submissions to the volume.

Academic Coordinator for Duke Summer Session/ Summer Academy/ Summer College under Nicki Charles**Summer 2017**

Assisted Nicki Charles, program director, as liaison between residence staff for the program and academic instructors. Communicated with parents regarding academic issues. Observed classes and offered feedback to Summer Academy instructors. Produced logistical materials for the program to use in the future. Led academic orientations for students and support staff.

TEACHING EXPERIENCE**Duke University, Durham, NC****Instructor of Record – English 269 “Classics of Am Lit: 1820-1860: African American Literature”****Spring 2021**

Designed and taught this course in fulfillment of the Bass Instructor of Record Fellowship. Course counts for credit in both English and African American Studies programs for undergraduates.

Instructor of Record – Writing 101 “Academic Writing” for Freshmen in Thompson Writing Program**Fall 2020**

Revised 2017 Writing 101 syllabus for synchronous digital delivery via Zoom and fulfilled the same instructional responsibilities as in 2017. Revised readings for the course based on student feedback.

Teaching Assistant with Dr. Denise Comer in Thompson Writing Program**Summer 2019**

Substitute taught several class sessions for Writing 165S “Ethics and Oral Communication”, led small group workshops, and graded and provided feedback on video recorded reflection assignments.

Instructor of Record – English 90S “Homes in Crisis in Literature” Elective in English Department**Fall 2017**

Developed a syllabus fulfilling various course codes (Writing, Ethical Inquiry, Cross-Cultural Inquiry) for Duke undergraduates; instructed students in critical reading, writing, and research skills using the unified course theme of precarious homes.

Instructor of Record – Writing 101 “Academic Writing” for Freshmen in Thompson Writing Program**Spring 2017**

Developed a syllabus independently using program guidelines, instructed students in writing skills using the unifying concept of “authenticity” to drive independent research projects, and administered all grades.

Teaching Assistant with Dr. Dominika Baran in English Department**Fall 2016**

Advised students on writing for course assignments and served as primary grader with co-TA.

Teaching Apprentice with Dr. Robert Mitchell and Dr. Karla Holloway in English Department**Spring 2015, Fall 2015**

Instructed students during several classroom sessions, led discussion, collaborated with professors on grading, and discussed pedagogy outside of the classroom with professors.

**University of Kentucky, Lexington, KY: Department of Writing, Rhetoric, and Digital Media
Teaching Assistant / Instructor of Record – WRD 111 “Composition and Communication”**

Spring 2014

Developed syllabus in collaboration with a WRD Department mentor, instructed students in the context of a semester-long persuasive project, and administered all grades.

Teaching Assistant/ Instructor of Record – WRD 110 “Composition and Communication”

Fall 2013

Developed syllabus in collaboration with a WRD Department mentor, instructed students in the context of a semester-long ethnographic project, and administered all grades.

Teaching Assistant/ Instructor of Record – UK 100 “Writing Workshop”

Fall 2012-Spring 2013

Developed syllabus in collaboration with a WRD Department mentor, instructed students in prerequisite skills necessary for WRD 110 (freshman composition), and administered all grades.

Lafayette High School, Lexington, KY: English Department

Teacher – General/Advanced Sophomore English; General/Advanced Senior English; Writing 101

Fall 2009-Spring 2011

Instructed students in Kentucky’s high school English curriculum; developed lesson plans, units, and exams both independently and in collaboration with a “Planning-Learning Community”; modified lesson materials for students with special needs both independently and in collaboration with a special education instructor. Passed the Kentucky Teacher Internship Program and earned full licensure to teach grades 8-12 in Kentucky in 2010.

Student Teacher

Fall 2008 - Spring 2009

Performed student teaching responsibilities as outlined by University of Kentucky’s Master’s with Initial Certification program in AP Junior and Advanced/General Sophomore classrooms.

PUBLICATIONS AND PAPERS

“Seeing the White House in the Black Suburbs.”

2019

Paper presented at the College English Association conference, *New Orleans, LA*

“Mobilizing home: Thomas Nail and the Literature Classroom.”

2018

Cultural Dynamics, volume 30, issue 3, pp. 219-224.

Untitled presentation to Trinity Board of Visitors on the Representing Migration Humanities Lab Work

2018

Invited by Dean Gennifer Weisenfeld to present with Jarvis McClinnis and Liddy Grantland at Duke University, *Durham, NC*

“Teaching Camp Theory through Graphic Novels”

2018

Paper presented at the College English Association conference, *St. Petersburg, FL*

“(Other Peoples’) Children are the Future: Decolonizing Narratives of Futurity in Suzan-Lori Parks’s In the Blood”

2016

Paper presented at the National Women’s Studies Association conference, *Montréal, CA*

“Changing Difference and the Illegible Future of Narrative in Colson Whitehead’s Zone One”

2015

Paper presented at the Midwest Modern Language Association conference, *Columbus, OH*

“Inscribing Identity: Encounters with Documents in Passing Narratives”

2014

Paper presented at The Louisville Conference on Literature and Culture since 1900, *Louisville, KY*