

Michael B. Hock

Education

George Mason University, Fairfax, VA
M.Ed Secondary Education English, December 2017

George Mason University, Fairfax, VA
M.A. English, May 2016

George Mason University, Fairfax, VA
B.A. English, May 2001

Presentations

- 9th Annual Critiquing Culture Conference, “How The Other Half Lives, If You Can Call That Living: Green Arrow and the Introduction of the New Left.” George Mason University, September 2015

Relevant Skills

STUDENT ADVISING/TEACHING

- Utilizes Patriotweb and Degree Works to advise students in the Psychology Department and the English Department, advising them on the best classes they should take to reach their goals.
- Maintain database of all Psychology Graduate Students to determine degree progress, contacting students in a timely manner so they did not fall behind.
- Provided Academic Advising support services to the English Department, including reviewing degree evaluations and assisting in the choosing of classes.
- Knowledgeable of all University procedures regarding FERPA, including taking all relevant University training and informing students of their rights under FERPA laws.
- Taught University 150 Living Learning Community, designing syllabi and curriculum for a class of 20 freshmen, receiving positive feedback from students and the Living Learning Community Coordinators.
- Interned at Forest Park High School in Prince William County, teaching 10th and 12th Grade, learning how to manage a classroom of diverse students.
- Maintained 100% attendance for a Freshman-level University 150 Class by maintaining an environment that worked with what students needed to learn.
- Works with students from diverse backgrounds, incorporating their unique experiences into a learning environment that was inclusive to all. My experience as a military dependent living in three countries and five states prepared me to effectively communicate and work with a diverse group of students.
- Provided Academic Advising support services to the Economics Department, pre-screening students that needed to meet with the Academic Advisor and helping in situations that did not warrant a full meeting.
- Planned and led Summer Orientations, both for incoming Freshmen and Transfer Students in both the English Department, Psychology Department, and Economics Department.

- Designed materials and brochures for use in the English Department, including forms on how to use PatriotWeb and descriptions of different concentrations.

COLLABORATION

- Provided support between Government Clients and Axiom Staff while working for The Computer/Electronic Accommodations Program (CAP).
- Coordinated CAP-conducted trainings taking place in various government agencies, including classified locations such as the Pentagon and remote locations such as Joint Base Elmendorf, Alaska.
- Provided Customer Service to on-site Government Clients on a daily basis within shared CAP/Axiom space.
- Provided support between incoming adjunct professors and the primary point of contact with the assistant Chair for the Economics and Psychology Departments; updated them on classroom or schedule changes.
- Gathered information on syllabi and books from multiple people in the Economics and English Departments; provided updates to the website.
- Maintained records for syllabi and other materials used in Accreditation Process.
- Created and researched process to ultimately produce *Mason Out Loud*, the English Department's podcast, which has recorded 6 episodes so far and is in the process of recording more.
- Represented CAP and George Mason University at booths at many different events, engaging with potential clients and students, recruiting for the department, and setting up trainings.

OTHER RELEVANT SKILLS

- Maintained an organized materials closet, keeping track of supplies and ordering or creating new ones as needed.
- Planned disability related events for CAP, including the first ever Wounded Warrior CAP-led event.
- Maintaining the website and updating social media for the English Department, including book promotion for published instructors and students.
- Trained others employees to represent CAP at Government sponsored events.

Work Experience

George Mason University, Graduate Coordinator, Psychology Department
August 2016 - Present

George Mason University, Assistant Academic Advisor, English Department
December 2014 - August 2016

George Mason University, Adjunct Instructor, University 150
August 2015 - August 2016

Fort Belvoir Swim Team, Coach
September 2013 - Present

Axiom Resource Management, Logistics Analyst
November 2012 - August 2013

George Mason University, Undergraduate Administrative Coordinator

November 2011 - November 2012

Axiom Resource Management, Senior Analyst, Wounded Service Member and Dexterity Teams
April 2005 - November 2011

Leadership Directories, Editor
June 2001 - April 2005