

KERRIE RYMER

765.918.8105 | KerrieRymer@gmail.com | Enterprise, AL

Objective

Motivated self-starter with strong writing skills pursuing a rewarding position utilizing my technical communication skills.

Education

Graduate Certificate | Online Writing Instruction | University of Arkansas Little Rock | Little Rock, AR | *expected completion* May 2026

Master of Arts | Professional and Technical Writing | University of Arkansas Little Rock | Little Rock, AR | *expected completion* May 2026

Bachelor of Arts | English (*technical writing emphasis*) & Psychology | Kentucky Wesleyan College | Owensboro, KY

Experience

Graduate Assistant UA Little Rock
Dept. of Rhetoric and Writing 8/25–present

- Asynchronous online Composition I instructor.
- Utilize a variety of teaching methods to help students learn and succeed.
- Iteratively improve teaching materials through testing and reflection.
- Committed to creating a supportive, respectful learning environment.

Defense Commissary Agency (DeCA) Fort Rucker, Alabama
Commissary Support Clerk, Store Associate 4/20–9/25

- Generated sales reports daily; investigated and solved discrepancies.
- Coordinated and certified annual inventory validation.
- Earned an “Outstanding” for customer service on yearly evaluations.

Online Writing Lab UA Little Rock
Intern/Volunteer 8/24–5/25

- Review fellow students’ writing submissions to provide constructive feedback for content, clarity, and organization.
- Share writing resources to help students understand writing principles and situations to improve their writing.

H&R Block Enterprise, Alabama
Senior Tax Specialist 1/20–4/22 (seasonal)

- Prepared and filed 70+ individual tax returns featuring multi-level difficulty my first year.
- Increased certification level every year.

Early Career Experience:

Hale Library, Kansas State University Manhattan, KS
Circulation clerk: Operated Course Reserves services.

Ruby Tuesday, Inc. Franklin, TN
General Manager: Managed all aspects of a full-service restaurant.