

**Lara Nicole Pur**  
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*Curriculum Vitae*

**EDUCATION**

*2022-2027*

Ph.D in English – College of Arts and Sciences, University of North Carolina at Chapel Hill

*2017-2020*

B.A. in English Honors – College of Liberal Arts and Sciences, University of Illinois at Urbana-Champaign

- Minor in psychology

*2016-2017*

English – College of Arts and Sciences, University of Colorado at Boulder

**HONORS / AWARDS**

- |           |  |
|-----------|--|
| 2020      | Recognized by University of Illinois Classics Department for Exceptional Performance in Introductory Ancient Greek |
| 2019      | Finalist for University of Illinois Undergraduate Creative Writing Awards  |
| 2017-2020 | University of Illinois Dean's List   |
| 2016-2017 | University of Colorado Honors Scholar  |

**SERVICE**

University of North Carolina at Chapel Hill

***DLC Lab Media Manager*** (August 2022-present)

- Spearheaded department headshot project
- Managed and instructed undergraduate workers in headshot project
- Arranged and took headshots for graduate students requesting or in need of them
- Organized lab Dropbox and documented organizational changes

***Exam Proctor*** (December 2022)

- Proctored exams for students with ARS disability accommodations during finals season
- Checked students in and out for exams, ensuring they understood the parameters of their exam
- Monitored students during exams to prevent cheating
- Identified and reported cheating to supervisor

Illinois Program for Research in the Humanities

***Intern for The Odyssey Project*** (January 2019-May 2020)

- Co-facilitated classes in philosophy, art history, and writing for low-income adults
- Developed lesson plans and activities with supervisor
- Conceptualized, developed, and maintained a blog/website (odysseyextra.school.blog) for current, prospective, and former students containing supplementary reading materials and educational resources
- Led class discussions and activities
- Met with struggling students outside of class for individual help

Writer's Workshop

***Tutor*** (January-December 2018)

- Tutored undergraduate students in writing, focusing on everything from organization of essays to English fluency
- Assessed client needs and directed online and in-person sessions accordingly
- Facilitated undergraduate workshops and represented the WW at academic events

University of Colorado Boulder Writing Center

***Intern*** (March-April 2017)

- Tutored students, freshman to graduate school, in improving writing skills
- Part of a course on writing center theory and practice taught by Eric Klinger, MA

## **OTHER PROFESSIONAL EXPERIENCE**

Alight Solutions (July 2020-July 2022)

***Health Client Specialist II***

- Administer health benefits to clients and their employees using Alight's specialized software
- Analyze website data to draw conclusions about user-friendliness and areas for improvement
- Retrieve raw file data from the mainframe database, format and analyze
- Communicate and problem solve with clients and vendors

Alight Solutions

***Sales Operations Intern*** (June-August 2019)

- Rewrote top 50 RFP responses to amplify company voice and increase readability, brevity, and accessibility.
- Designed partner templates for RFP use
- Organized and tracked large-scale projects
- Researched and updated competitive intelligence
- Proofread microsites, bio books, and emails as needed

Slader

***Humanities Web Content Writer and Moderator*** (February 2018-June 2020)

- Moderate content according to copyright restrictions, cataloging deleted answers
- Compose comprehensive analytical write ups, 8k to 10k words each, on classic novels
- Adhere to strict format and content restrictions
- Manage and report own time use effectively and mind deadlines
- Test new web service interfaces

#### Self-Employed

##### ***Freelance Writer*** (February 2018-June 2020)

- Proofread personal statements and essays, guiding clients to their improvement
- Manage contracts and deadlines
- Negotiate pay and length of projects

#### **VOLUNTEER EXPERIENCE**

##### *March 2020-August 2020*

###### Amnesty International

- Member of Urgent Action Network
- Write letters and emails of protest to foreign leaders overseeing violations of international human rights

##### *September 2017-January 2018*

###### UIUC Writer's Workshop

- Tutored freshmen to seniors in academic writing
- Attended staff meetings

##### *September-December 2017*

###### UIUC Red Bison Ecological Restoration

- Removed invasive honeysuckle and planted seeds for the preservation and restoration of local forests

#### **LANGUAGES**

English (native)

Spanish (reading proficiency)

Ancient Greek (reading proficiency)

#### **SKILLS**

- Academic and business writing
- Teaching, tutoring
- Communication
- Editing
- Organization
- Content moderation