

EDUCATION	<p>M.A., Writing, Rhetoric & Technical Communication, 2020 James Madison University</p> <p>B.A., Sociology & Spanish, 2015 James Madison University</p>
PRESENT POSITION	<p>Research Associate, edCount, LLC <i>May 2020 – present</i></p> <p>Contributes to edCount’s organizational objectives through intellectual engagement, technical expertise, and management of personnel and other resources; supports senior staff in the planning and execution of project task and research activities; works independently and with other staff to design research instruments and collect, analyze, and summarize quantitative and qualitative data; edits, proofreads, and formats reports, proposals, and other client deliverables; preparing reports, presentations, digital media, and other materials for alignment studies, standard setting studies, expert panels and meetings, and focus groups; managing logistics and providing onsite support for panels, students, and focus groups; supports corporate development through RFP searches</p>
PROFESSIONAL EXPERIENCE	<p>Teaching Assistant, James Madison University <i>August 2019 – May 2020</i></p> <p>Planned and executed two sections of freshman writing courses at JMU (WRTC 103). Developed the syllabus, designed assignments, graded papers, and provided instruction in class to approximately 20 students per section.</p> <p>Graduate Assistant, James Madison University <i>August 2018 – May 2019</i></p> <p>Supported the Assistant Dean of Outreach & Engagement at JMU. Responsibilities included: editing and proofreading documents, supporting the development of a large proposal, and assisting with the planning and execution of JMU’s first conference on engagement.</p> <p>Associate, edCount, LLC <i>December 2017 – August 2018</i></p> <p>Supported project directors with the planning and execution of project deliverables, including management of personnel and other resources. Worked independently and with other staff to design research instruments and collect and analyze data. Co-authored reports and presentations. Served as content and style editor for reports, proposals, presentations, and other documents. Searched for contract opportunities and co-authored proposals in response to requests for proposals (RFPs).</p> <p>Research Assistant, edCount, LLC</p>

March 2016 – December 2017

Supported associates and senior staff in the execution of project tasks and research activities. Responsibilities included: compiling, analyzing, and summarizing quantitative and qualitative data; editing, proofreading, and formatting reports, proposals, and other client deliverables; preparing reports, presentations, digital media, and other materials for alignment studies, expert panels, and meetings; searching for future work opportunities for the company; managing logistics and communication with consultants and panelists.

Program and Operations Associate, Empowered Women International (EWI)

September 2015 – March 2016

Supported Program Managers, Operations Manager, and Executive Director; handled administrative and operational duties; worked with communications team on email engagement; provided onsite support for events and classes; maintained and updated client records and internal documents; assisted in recruitment of intern candidates.

**PUBLICATIONS &
PRESENTATIONS**

Publications

Clayton, J., Phlegar, J., Turner, C., & Summers, E. (2019). promoting opportunity to learn: Rationale and resources for science instruction. *TASH Connections*, 44(1), 27-34.

Summers, E., Deters, L., Phlegar, J., & Forte, E. (2018). *Evaluation of the links between Delaware's grade-band extensions and essential elements for the Dynamic Learning Maps alternate assessment: ELA and mathematics*. Submission on behalf of edCount, LLC to the Delaware Department of Education. Study Report.

Summers, E., Deters, L., Phlegar, J., Herrera, B., Turner, C., Clayton, J., & Forte, E. (2018). *Alignment and fairness evaluation for the Florida Standards Alternate Assessment (FSAA)—Datafolio*. Submission on behalf of edCount, LLC to the Florida Department of Education. Study Report.

Presentations

Phlegar, J. (2020, February 20). *Reproductive injustices of slavery*. Presentation at 10th Annual Interdisciplinary Conference African, African American & Diaspora (AAAD) at James Madison University.