



Experience

Lecturer, Penn State University, University Park, PA August 2017-present

Instruct English 15: Rhetoric and Composition (online).

Instructor of English, South Hills School of Business and Technology, State College August 2014-June 2017

Instruct two classes per term of Business English I, II, or III; Proofreading and Copyediting; or English Composition for the Office. Topics include grammar, punctuation, and vocabulary as well as drafting and revising summaries, essays, and speeches.

Paterno Fellows Program Assistant, College of the Liberal Arts, Penn State University January 2011-May 2012

Worked temporarily part-time to help guide the inaugural class of Paterno Fellows through graduation; duties included updating the honors program database, writing reports, communicating program requirements to academic advisers, and verifying students' completion of certain requirements; wrote the first *Paterno Fellows Program Handbook* and maintained the program's website.

Coordinator of Undergraduate Advising, College of the Liberal Arts, Penn State University August 2006- July 2009

- Coordinated the reorganization of advising services within the college; worked closely with faculty and staff in all liberal arts departments as well as academic advisers across the college to ensure a successful transition to the new structure.
- Supervised fifteen undergraduate academic advisers responsible for guiding undergraduates through their major(s) of study; evaluated advisers annually; ensured clear communication on advising matters between advisers, departments, and the college.
- Managed undergraduate advising programs and services for all liberal arts majors, including Spend a Summer Day, Accepted Student sessions, FTCAP, and academic success workshops.
- Advised a roster of 150 students, including associate degree candidates, LAS major candidates, and undecided students; handled problem cases; responded personally to student and parent complaints.
- Implemented the initiative to deliver and provide advising for the Paterno Fellows Program, which graduated its first class of eighty scholars in May 2012.
- Served on university committees, including the University Advising Council (UAC), the Enrollment Management Conference, Admissions Representatives, and Career Days Committee.
- Presented routinely to audiences ranging from 100-700 people on a variety of topics, such as first-year student success, study skills, choosing a major, graduation requirements, co-curricular opportunities, education abroad, and honors education.

Senior Adviser, Division of Undergraduate Studies (DUS), Penn State University September 2004- August 2006

- Advised a roster of 300 students exploring a full range of majors in University Park's twelve colleges.
- Coordinated the advising of non-degree high school students pursuing Penn State course work.
- Functioned as DUS Program Coordinator for the College of Communications; served as a liaison between it and DUS; participated in College of Communications advising staff meetings; advised students in DUS with interests in communications majors.
- Served on DUS Assessment Team to determine methods for assessing advisers' impact on students' learning and academic success.
- Taught classes to newly admitted students and gave presentations to parents during Penn State's First-Year Testing, Consulting, and Advising Program.

Assistant Advising Coordinator, College of the Liberal Arts, Penn State University January 2003-September 2004

- Supervised four advisers and advised a roster of sixty liberal arts undergraduate students on major choice, curriculum, and academic performance.
- Coordinated and participated in adviser training, student recruitment and retention programs, and university-wide committee work.
- Resolved problem advising cases and handled complaints of students and parents.
- Presented at advising-related programs, e.g., freshmen orientation, high school student campus visits, and accepted student sessions.



- Completed annual performance reviews of all advisers and a variety of administrative reports, e.g., enrollment statistics, advising assessment, proposals for advising conferences.

Academic Adviser, College of the Liberal Arts, Penn State University July 2000-January 2003

- Advised a roster of 250 Liberal Arts undergraduate students on major choice, curriculum, and academic performance.
- Presented at advising-related programs, e.g., first-year student orientation, high school student campus visits.
- Coordinated and advised the Liberal Arts Undergraduate Student Council.

Copy Editor, AccuWeather Inc., State College, PA May 2000-September 2000 (part-time)

- Proofread weather reports for newspapers nationwide.

Instructor of English, Lock Haven University, Lock Haven, PA August 1999-December 1999

- Instructed two classes of First-Year Composition and two classes of Introduction to Literature as a temporary adjunct hire.

Instructor of English, Virginia Tech English Department, Blacksburg, VA August 1993-May 1999

- Instructed two classes of First-Year Composition and two upper-level American literature courses per semester.
- Advised thirty English majors on curriculum and course choices.
- Served as the faculty adviser for a student completing an independent study in children's literature.
- Participated in the academic life of the department, e.g., attending faculty meetings, serving on hiring committees and drafting a Student Handbook for English majors.

Graduate Teaching Assistant, Virginia Tech English Department, Blacksburg, VA August 1991-May 1993

- Instructed two classes of First-Year Composition; responsibilities included creating lesson plans, lecturing, grading, and managing the entirety of my students' classroom experience.

Education

M.A., English Literature, Virginia Tech University, Blacksburg, VA August 1991-July 1993

Taught two English composition courses per semester as a Graduate Teaching Assistant while completing my degree and earned an annual stipend to cover tuition and living expenses. Completed Master's Thesis, "Songs Sung and Unsung: African American Women's Voices in the Works of Ann Petry, Octavia Butler and Toni Morrison."

B.A., English, Literature Option, Penn State University, University Park, PA August 1987-May 1991

Honors and Recognition

- Nominee, Excellence In Advising Award, Penn State University, 2008, 2005, and 2002
- Alumni Award for Teaching Excellence, Virginia Tech University, 1993
 - Awarded to one graduate student university wide for outstanding teaching based on classroom observations, a review of a teaching portfolio, and student evaluations.
- Richard L. Hoffman Award for Outstanding Teaching as a Graduate Assistant, Virginia Tech English Department, 1993
 - Awarded annually to one graduate student in the English department based on a graduate adviser's nomination, a faculty member's classroom observations, and student evaluations.