

Sample CVs and Resumes



Adult Services Librarian – San Clemente Library, San Clemente, CA (Jul 2006 – May 2013)

- Developed and marketed programming to enhance educational pursuits in areas such as college, selection and funding, academics, entrepreneurship, business and industry, career development, social services, science and technology.
- Managed collection development and a budget of \$25,000 for reference resources, books and p

Extra Help Library Assistant – multiple branches (Jan – Jun 2006)

- Provided reference and research to library patrons, including high school and college students.
- Instructed individuals and groups on usage of print and online resources and SIRSI OPAC.

SADDLEBACK COLLEGE – Mission Viejo, CA

Jan 2012 – Present

Associate Librarian (part-time)

- Conduct in-person active learning focused information literacy workshops per semester on research techniques, online databases, print and electronic resources and citation formats.
- Assist with grading of online (Blackboard) assignments from online literacy workshops.
- Provide reference, instruction and extended research for students, faculty and staff with topics ranging from Liberal Arts, Sciences, Technology and Humanities, and collaborate with faculty to support academic curricula and assignments.
- Conduct in-person workshops on Finding Articles, Books and eBooks, Internet Searching, Easy Bib, Planning your Research, and using APA and MLA formats.
- Communicate and service College constituents in person, and through phone, email, and LibraryH3lp chat client, and maintain usage statistics.

GOLDEN WEST COLLEGE – Huntington Beach, CA

Aug 2013 – Jan 2015

Adjunct Librarian (part-time)

- Provide reference services to students, faculty and staff on a broad range of academic topics.
- Staffed reference desk, and answered questions in person, on phone, email, and through Library H3lpSchedule study rooms and troubleshoot computers, printers, MS Word and Excel.

SANTA CLARA UNIVERSITY – Santa Clara, CA

Jan – Aug 2007

Image Database Consultant

- Collaborated with University faculty and staff to gather requirements, conduct research and produce a vendor analysis to select a new Digital Asset Management System, MDID, Computer open source web application developed at James Madison University.
- Implemented MDID by coordinating with the Departments of Art History, and English. Cataloged 2200 images using the VRA Core Schema (based on Dublin Core Schema). Cataloged several thousand assets using VRA Core metadata schema. Created controlled vocabulary with team.
- Facilitated departments through a critical transition to digital content.
- Supervised and evaluated work for two interns. Provided guidance on full time job descriptions and reviewed applications for each library position.

UNIVERSITY OF CALIFORNIA, IRVINE – Irvine, CA

Jan – May 2006

Education and Outreach Intern

- Assisted in creation of information literacy skill sessions. Created a subject guide for freshman writing course.
- Taught information literacy sessions to undergraduates in basic reference and research.
- Collaborated with the design and delivery of information literacy tutorials for librarians and library assistants.
- Delivered outreach programs for underrepresented students in information literacy and STEM topics.

LAGUNA COLLEGE OF ART AND DESIGN – Laguna Beach, CA

Oct 2005 – May 2006

Library Assistant

- Provided students and faculty with reference and research supporting academic, research and artistic pursuits.
- Instructed students in information literacy topics, including image databases, industry and arts related resources.

ARMY AND NAVY ACADEMY – Carlsbad, CA

Oct 2004 – Aug 2005

Library Assistant

- Provided evening reference services to an average of 40 students to support their academic programs.
- Conducted information literacy sessions on basic research, print and electronic resources.
- Represented library on the Western Association of Schools and College Committee.

AUSTRIAN MINISTRY OF EDUCATION – Judenburg, Austria

Oct 2002 – May 2003

Instructor

- Selected by Fulbright Commission based on academic, leadership, and personal merit.
- Planned and taught weekly English lessons for 300 Austrian high school students.
- Organized and conducted multiple faculty education seminars. Wrote seminar guides and information packets.
- Awarded two honor notes from the Salzburg Pedagogical Institute as a result of efforts.

PROFESSIONAL ASSOCIATIONS

2006 – Present	Member, California Library Association (CLA)
2006 – Present	Member, American Library Association (ALA)
2006 – Present	Member, Visual Resources Association (VRA)

COMMITTEE SERVICE (OC Public Libraries)

2015 – Present	Chair	Genealogy
2013 – 2014	Member	Affordable Care Act
2013 – Present	Member	Technology Team
2013 – Present	Member	Policy & Procedures
2012	Member	Library Strategic Planning
2010 – 2015	Chair	Historical Images
2008	Member	Website Redesign
2006	Member	Reference Service

FOREIGN LANGUAGES

Proficient in written and spoken German; Proficient in written Italian

TECHNICAL SKILLS

<i>Software/Hardware:</i>	Mac and Windows, Microsoft Office (Word, Excel, PowerPoint), QuestionPoint, LibraryH3lp, troubleshoot hardware, printers, peripherals, eReaders, tablets and mobile devices, 3D printers
<i>Learning Management Tools:</i>	Blackboard, Camtasia, Animoto, iMovie
<i>ILS:</i>	SIRSI, ContentDM (OCLC)
<i>Online Databases:</i>	Academic OneFile, Academic Search Premier, ARTstor, CQ Researcher, Credo Reference, JSTOR, Learning Express Library, Literature Resource Center, Opposing Viewpoints, ProQuest, Calisphere, Baker and Taylor's 360 portal
<i>Web:</i>	Civica, XHTML, HTML, SharePoint
<i>Metadata Schemas:</i>	VRA Core Schema, MARC, Dublin Core
<i>Social Media:</i>	Facebook, Twitter, Instagram, LinkedIn, Instagram, Goodreads

HONORS AND DISTINCTIONS

2015	CA State Library – Sacramento, CA, Grant Recipient, Digital Preservation and Outreach Training
2015	CA State Association of Counties – CA, Merit Award – OC Stories: An Online Digital History
2015	Nat'l Association of Counties, DC Team Award - OC Stories: An Online Digital History

- 2014 OC Public Libraries – Santa Ana, CA, Director’s Award for Customer Service
- 2014 California State Library – Sacramento, CA, Participant, Staff Innovation Fund- OC Public Libraries
- 2010 California State Library – Sacramento, CA, Grant Recipient, Transforming Life after 50 Programming
- 2006 San Jose State University – San Jose, CA, Jean Wichers Award for Professional Practice
- 2002 Fulbright Commission – Vienna, Austria Teaching Assistant – Austrian Ministry of Education

GRANTS WRITTEN

- 2015 – 2016 Edison International - Rosemead, CA, Community Grant, Friends of Laguna Hills Tech Library (\$2500)
- 2015 – 2016 Google - Irvine, CA, Community Grant, Friends of Laguna Hills Tech Library (\$5350)
- 2014 – 2015 Edison International - Rosemead CA, Community Grant, Friends of Laguna Hills Tech Library (\$5,000)
- 2013 – 2014 LSTA Sacramento CA, Pitch an Idea Grant, OC Stories, OC Public Libraries (\$35,000)
- 2013 – 2014 Walmart, Community Grant, Friends of Laguna Hills Tech Library (\$500)
- 2013 – 2014 Target, Early Childhood Literacy Grant, Friends of Laguna Hills Tech Library (\$3,000)

PRESENTATIONS

Zach, A. (2015). OC Public Libraries’ Support the Reading is Fundamental Program. Presentation at Orange County Department of Education, September 16, Costa Mesa, CA.

Li, Z & Zach, A. (2015). Information Literacy for Educators. Presentation at the LILi (Lifelong Information Literacy) Annual Conference, August 3, Loyola Marymount University, Los Angeles, CA

Granger, A. & Zach, A. (2014). A Library without Walls, Going Online with OC Public Libraries. Presentation at the Orange County Reading Association Annual Conference, November 8, Concordia University, Irvine, CA.

Zach, A. (2013). Social Media and Older Adults. Presentation at the South County Senior Summit, February 22, Laguna Woods, CA.

Gregory X. Whitmore, Ed.DCT

Director of Bands, Mt. San Antonio College
Music Director, Pacific Symphony Youth Wind Ensemble

Telephone: [REDACTED]

Email: [REDACTED]

Website: [REDACTED]

Education

Ed.DCT, Music and Music Education (Emphasis: College Teaching) - 2017
Columbia University, Teachers College

Dissertation: *"Inspired Practice, The Values of High School Band Directors"*

Committee: *Hal Abeles, Kelly Parkes, Randall Allsup, Olga Hubbard*

Ed. M, Music and Music Education - 2017
Columbia University, Teachers College

Master of Music, (Instrumental Conducting) - 2013
California State University, Fullerton

Bachelor of Music, (Instrumental Music Education) - 2001
The University of Michigan, Ann Arbor

Higher Education Academic Appointments

Director of Instrumental Music, Irvine Valley College, August 2019 - Current

Director of Bands, Mt. San Antonio College, August 2014 – June 2019
Tenure Earned – Fall, 2017

Lecturer, School of Music, CSU Fullerton, January 2018 - Current
Lecturer in Music Education

Lecturer, Dept. of Music, CSU Polytechnic Pomona, September 2015 - Current
Lecturer: Beginning Conducting, Conductor- Symphonic Winds/Concert Band

Lecturer, Dept. of Music, CSULA, September 2016 – May 2017
Lecturer: Instrumental Conducting

Adjunct Instructor, Dept. of Music, College of the Desert

Adjunct Instructor: Conductor - Symphony Band.

2013 to 2014

Adjunct Instructor: Fundamentals of Music.

2013 to 2014

Adjunct Instructor: Applied Clarinet Instructor.

2009, 2010

Professional Conducting Appointments

Music Director, Pacific Symphony Orchestra Youth Wind Ensemble, June 2014-Current

Public School Appointments & Courses Taught

Director of Bands, Cathedral City High School, 2001 to 2014

Concert Band, Jazz Band, Marching Band, Percussion Ensemble, Symphony Band.

Student Teaching, Southfield-Lathrup High School (MI), 2000 - 2001

Concert Band, Jazz Band, Wind Ensemble.

Higher Education Courses Taught

Mt. San Antonio College

MUS 7 – Fundamentals of Music (2 Sections): 3.0 Units

MUS 27 – Chamber Ensembles: 1.5 Units

MUS 36 – Wind Symphony: 1.0 Units

MUS 38 – Symphony Band: 0.5 Units

MUS 49 – Wind Ensemble: 3.0 Units

California State University, Fullerton

MUS 353 – Pubic School Music Materials: 3.0 WTUs.

California State Polytechnic University, Pomona

MUS 3250L – Concert Band: 3.0 WTUs

MUS 304 – Beginning Instrumental Conducting: 3.0 WTUs

California State University, Los Angeles

MUS 3810 – Beginning Conducting: 3.0 WTUs

College of the Desert

MUS 12 – Fundamentals of Music: 3.0 Units

MUS 33 – Symphonic Band: 1.0 Units

MUS 099 – Applied Music: 1.0 Units

Teaching Accomplishments & Innovation

Mt. San Antonio College

- **Technology/Media:** Created and administrated the initial Mt. San Antonio College Band Website to promote events, support recruiting, support rehearsals and ensemble instruction, and enhance the student learning experience.
- **Technology/Media:** Livestreamed Mt. SAC Wind Ensemble Concerts.
- **Funding:** Secured \$60,000 in funding for the procurement of new instruments and equipment, as well as securing \$20,000 in funding for performance tour.
- **Equipment Maintenance:** Initiated an instrument inventory and equipment management program. Initiated a yearly repair protocol for existing equipment.
- **Ensemble Library:** Expanded the concert band instrumental music library with wind band compositions of high artistic quality. Initiated a library inventory project for improved management of performance literature.
- **Recruiting:** Expanded Mt. SAC Band Festival to attract new college students, foster connections with local high school instrumental music programs to recruit local students, increased education and artistic focus of the festival with composer residencies, and instrument clinics with Mt. SAC Wind Faculty.
- **Recruiting:** Initiated Mt. SAC High School Honor Band.
- **Collaboration:** Established Mt. SAC Faculty Chamber Ensemble for yearly on and off campus performances.
- Initiated “Music Made at Mt. SAC” Composition Program for Mt. SAC Student Composers.
- **Performance Tours:** 2015/16 Tour & Performance at Symphony Hall - Chicago, Illinois. Showcase Ensemble - 2016 Chicago International Music Festival.
- **Collaboration:** 2016 Performance with Cal State University Los Angeles, and Cal Poly Pomona Bands in shared concert for the first time in program/College history.
- **Collaboration:** Initiated Residency with Louisiana TIMM Quartet at Mt. SAC - Clinics and Performance For Mt. SAC Wind Ensemble Students.
- **Collaboration:** Initiated Yearly Living Composer Series with Mt. SAC Wind Ensemble.
 - Alex Shapiro – Composer.
 - Dr. Marcus Wilcher - Composer.
 - Michael Markowski - Composer.
 - John Frantzen - Composer.
 - Roy Magnuson - Composer/Professor of Composition Illinois State University.
 - Dr. Travis Cross - Composer/Director of Bands - UCLA.
 - Frank Ticheli - Composer/Professor of Composition - University of Southern California.

California State Polytechnic University, Pomona

- **Collaboration:** Residency with composer Frank Ticheli, December 2018
- **Collaboration:** Residency with composer Carter Pann, May 2017

Teaching Accomplishments & Innovation, Continued

Pacific Symphony Orchestra Youth Wind Ensemble

- **Performance Tour:** 2017 - Performance Tour of Austria (Salzburg, Vienna): Performances at The Musikverein, MuTH, Vienna Konzerthaus.
- **World Premiere Commission:** *The Rising Tide* - Composer Narong Prangcharoen
- **World Premiere Commission:** *Fanfarria* – Composer Giovanni Santos
- **World Premiere Commission:** *Concerto for Alto Saxophone & Wind Ensemble* – Composer Jules Pegram
- **Collaboration:** Dr. Kenneth Tse - Prof. Of Saxophone - University of Iowa.
- **Collaboration:** With Carl St. Clair - Music Director - Pacific Symphony Orchestra.

California State University, Fullerton

- **Collaboration:** With Michael Markowski, Composer
- **Collaboration:** With Frank Ticheli, Composer
- **Collaboration:** With Alex Shapiro, Composer

California State University, Los Angeles

- **Collaboration:** Pacific Symphony Orchestra Assistant Conductor Roger Kalia - April 2018.

College of the Desert

- **Growing the Program:** During my tenure, the symphony band grew from eight members to 37 members.
- **Technology/Media:** Created and administrated the College of the Desert Symphony Band Website to promote events, support recruiting, support rehearsals and ensemble instruction, and enhance the student experience.
- **Funding:** Secured \$8000 in recurring funds for the procurement of new instruments and equipment.
- **Equipment Maintenance:** Initiated an instrument inventory and equipment management program. Initiated a yearly repair protocol for existing equipment.
- **Ensemble Library:** Expanded the symphony band instrumental music library with wind band compositions of high artistic quality.
- **Recruiting:** Employed College of the Desert Campus Website to attract new college students, fostered connections with nine local high school instrumental music programs to recruit local students.
- **Collaboration:** Worked with local community music ensembles to recruit community members into college ensemble. Worked with college Admissions Department to allow concurrent enrollment of upper division high school musicians into college ensemble.

Teaching Accomplishments & Innovation, Continued

Cathedral City High School

- **Growing the Program:** During my tenure, the band program grew from 34 members to 250 members. The instrumental music program became the largest in the school's history.
- **Private Lesson Program:** Implemented a juried applied lesson system for the symphony band students where there had been no previous standardization.
- **Collaboration:** Hosted internationally renowned saxophonist Dr. Kenneth Tse (University of Iowa) on four separate occasions. While on campus, Dr. Tse taught masterclasses, and workshops. I have hosted the Archipelago Group for a week-long residency of masterclasses and concerts (2004). I have hosted professional jazz musicians through the Steinway Society of the Desert, and the American Jazz Institute. The Cathedral City High School Jazz Band has recorded a compact disc with jazz legend Buddy Greco (2010).
- **Event Coordination:** Planned and administered two high school jazz festivals featuring over ten bands and professional musicians, and a yearly marching band festival featuring eight high school bands and a collegiate marching band.
- **World Premiere Commission:** Commissioned and premiered a new work for winds by J. Eric Schmidt of the University of Southern California Film Scoring Department (*Exuberance for Wind Ensemble and Trumpet* - 2012).
- **Technology/Social Media:** Created and administrated the Cathedral City High School Band's Facebook Page and Website to promote events, support recruiting, connect with alumni, and enhance the concert-going experience.
- **Collaboration:** Implemented "Collegiate Conductor Program" in which select conductors were brought in for clinics and artists-in-residence including: Mitch Fennell (California State Fullerton), Kevin Sedatole (Michigan State University), James Tapia (Syracuse University), Gary Hill (Arizona State University), Armand Hall (University of Memphis), Jamal Duncan (University of Arkansas), Frank Ticheli (University of Southern California).
- **Performances in Concert Venues of Cultural Significance:** The Cathedral City High School Symphony Band has performed in the following concert halls during me tenure: The Kennedy Center (2013), The Annenberg Theater - Palm Springs (2013), Walt Disney Concert Hall (2012, 2009), Meng Hall (2014, 2013, 2012, 2011, 2010, 2009), Carnegie Hall (2007).
- **International Performance Tours:** The Cathedral City High School Symphony Band has undertaken the following performance tours during me tenure: France/Germany (2011), England/Wales (2009), California School Band Directors Association Convention (2008).
- **National Television Performances:** The Cathedral City High School Marching Band has performed live on national television three times during my tenure: Hollywood Christmas Parade (2011), Holiday Bowl San Diego Big Bay Balloon Parade (2008), Chicago State Street Thanksgiving Day Parade (2005).
- **Booster Organization/Friends Group:** Chaired a band booster organization of over forty parents consisting of an executive board, and board of directors. Developed and maintained a budget of over \$65,000. Planned and administered monthly meetings.
- **Mentoring:** Master Teacher to six student teachers from various universities.

Teaching Awards & Recognition

Mt. San Antonio College President's Award for Innovation & Excellence in Teaching - 2018

Listed in Academic Key's - *Who's Who in Community Colleges Education*, 2018

Second Place - The American Prize National Conducting Competition: School/Community Band Division - 2018.

"50 Band Directors Who Make A Difference" - School Band and Orchestra Magazine - 2010

Top Ten Teacher of The Year- Cathedral City High School: 2014, 2009 - 2004

Teacher of The Year - Cathedral City High School - 2009, 2007

Cathedral City Chamber of Commerce Orion Award - 2008

California State Assembly Certificate of Special Recognition -2008, 2006

California State Senate Certificate of Special Recognition -2008, 2006

Listed in Who's Who Among America's Teachers - 2007, 2006, 2005, 2004

Teacher of The Year - Palm Springs Unified School District - 2006

Outstanding American Teacher - National Honor Roll - 2006

Golden Apple Award - Cathedral City Chamber of Commerce - 2006

United States Congress Certificate of Special Recognition - 2006

United States Senate Certificate of Special Recognition - 2006

Guest Conducting Engagements

Norwalk La Mirada USD Honor Band Guest Conductor March 2019	La Mirada, CA
Chino Valley USD Honor Band Guest Conductor February 2019, 2015	Chino, CA
CJHUSD All District Honor Band Guest Conductor January 2019	Rancho Cucamonga, CA
Rowland USD All-District Honor Band Guest Conductor March 2018	Nogales, CA
Alvord USD All-District Honor Band Guest Conductor March 2018	Riverside, CA
Fontana USD All-City Honor Band Guest Conductor April 2017	Fontana, CA
El Monte High School District Honor Band Guest Conductor March 2018 April 2017	El Monte, CA
Loma Linda Academy Honor Band Guest Conductor April 2017	Loma Linda, CA
Cathedral City High School Symphony Band All-State Performance Guest Conductor CASMEC - San Jose, CA – February 2017	
Southern California School Band & Orchestra Association All Southern Honor Band Anaheim, California - January 2017	
Columbia University Summer Winds Guest Conductor - July 2016 and 2015	New York, NY
Columbia University Wind Ensemble Rehearsal Clinician - April 2016	New York, NY
ABC Unified School District Honor Band Guest Conductor - February 2016.	Cerritos, CA
Riverside City College “King Karl King” Honor Band Guest Conductor - May 2014	Riverside, CA

Conference Presentations (Juried), Continued

Setting the Table: Concert Programming for Music Educators, Southern California School Band & Orchestra Association Convention. Anaheim Hyatt, Garden Grove, CA. January, 26, 2018.

New Wine In Old Bottles: New Approaches For Existing Technology & Your Music Program, Music Association For California Community Colleges. San Francisco, CA., November 2015.

Professional Meetings: Moderator, Discussant, Panelist

A Life In The Arts: Remarks at The Vista Murrieta High School Band Program Gala.

Making Music with Young Musicians, Riverside Unified School District Professional Development Session Presenter, Riverside, CA - September, 2018 & January, 2017

Q & A Session with Composer Michael Markowski. Southern California School Band & Orchestra Association Convention. Anaheim Hyatt, Garden Grove, CA. January 21, 2017.

Programming for Your Ensembles, Irvine Unified School District Professional Development Session Presenter, Irvine, CA - September 2016

Panelist: Social Justice Through the Arts. University of Michigan Martin Luther King Symposium. Ann Arbor, MI., January 2009.

Conference and Symposia Attendance

The Midwest Clinic, Chicago, IL
Conference Attendee 1999 - Present

International Society for Music Education (ISME)
33rd World Congress - Bakú, Azerbaijan - July 15 -22, 2018

National Association for Music Education Annual Convention
Atlanta, GA - March 2018

University of Redlands Conducting Symposium
Symposium Conducting Participant - March 2016

University of California Los Angeles Conducting Symposium
Symposium Conducting Participant - June 2015

Music Association of California Community Colleges
Conference Attendee - November 2015

College Band Director's National Association Conducting Symposium

Conference and Symposia Attendance, Continued

University of Colorado - Boulder, CO
Symposium Conducting Participant - June 2013

Cambridge University, Cambridge, United Kingdom
Oxbridge Teacher Seminars: The Visual Experience, Art in History and Literature - July 2010

Michigan State University Conducting Symposium - June 2010

Riverside City College Conducting Symposium – March 2009, 2008, 2007

Premieres

Commission: *Concerto for Alto Saxophone & Wind Ensemble* (Jules Pegram), 2019

Commission Lead: *Fanfarria* (Giovanni Santos), 2018

Consortium Member: *This Cruel Moon* (John Mackey), 2017

Commission: *The Rising Tide* (Narong Prangcharoen), 2015

Commission: *Exuberance for Wind Ensemble and Trumpet* (J. Eric Schmidt), 2012

Clarinet Performance Appointments

Clarinetist: Winds By Design Chamber Music Ensemble, 2008-2009

Service To The College

Educational Design Committee – Mt. San Antonio College

Representative – Music Department, 2018-2019

Academic Senate – Mt. San Antonio College

Senator - Music Department, 2017

Service To The Community

Los Angeles Arts Commission - Grant Reader, 2015

Professional Organizations

College Band Directors National Association
International Society of Music Education
National Association for Music Education
Music Association Of California Community Colleges
Phi Mu Alpha Sinfonia Music Fraternity
Pi Kappa Lambda Music Honor Society
Southern California School Band and Orchestra

DANIEL R. VERNAZZA

ENGLISH INSTRUCTOR

Academic professional with seven years of full-time experience teaching transfer-level English composition and literature and one-year experience as Liberal Arts Department Head at a Hispanic-serving two-year college located in rural south Texas

Education

30 Graduate Semester Hours in Doctoral Program in English
THE PENNSYLVANIA STATE UNIVERSITY | State College, PA | 2009

Master of Arts in English
THE UNIVERSITY OF ARIZONA | Tucson, AZ | 2007

Bachelor of Arts in English
MIDDLEBURY COLLEGE | Middlebury, VT | 1998

Areas of Expertise

- Collegiate Writing Instruction
 - Collegiate Literature Instruction
 - Online Instruction (via Blackboard)
 - Dual Enrollment Instruction
 - Student Learning Assessment
 - Student Advising
 - Departmental Management
 - Course Scheduling
 - Curriculum Development
 - Program Review
 - Faculty Mentoring
 - Faculty Evaluation
 - Committee Service
 - Faculty Senate
 - Faculty Advocacy
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Professional Experience

COASTAL BEND COLLEGE, BEEVILLE, TX

2010 – PRESENT

ENGLISH INSTRUCTOR (2010 – PRESENT)

- Full-time English generalist, specializing in teaching introductory composition and English literature, at a two-year, open-admission institution; committed to students' success in their academic, professional, and personal lives through the rigorous focus on argumentation, information literacy, analysis, critical thinking, and intellectual and ethical development
 - Teach the following Texas Higher Education Coordinating Board approved courses for general academic transfer: ENGL 1301, Composition I; ENGL 1302, Composition II; and ENGL 2322, British Literature I; teach developmental courses IRW 0311, Integrated Reading and Writing I, and IRW 0312, Integrated Reading and Writing II
 - Teaching load per semester: five to eight classes; classes are a mix of face-to-face and online courses; teach approximately 170 – 200 students a semester
 - Experience teaching diverse modalities—hybrid classes, broadcast distance classes, accelerated classes, internet classes, and correspondence classes—in diverse settings, including on high school campuses and the Texas prison system
 - Collaboratively design and implement assessment instruments for all ENGL classes to analyze the courses' success in achieving state- and college-mandated course learning outcomes and core objectives; assessments contribute to the college's SACSCOC Institutional Effectiveness mandate
 - Evaluate, develop, and revise ENGL and IRW curriculum in collaboration with fellow faculty members to best fulfill student and college needs
 - Advise 30 – 40 students a year on choosing a degree plan, class scheduling, improving academic performance, and transfer opportunities to ensure students achieve desired academic and career success
 - Mentor and assist adjunct faculty in resolving teaching and administrative concerns as well as completing contractually-mandated responsibilities

- Consistently receive top evaluations from students: in fall 2015, received 4.72 (on five-level Likert scale) on question, “I would recommend this instructor to other students,” with institution average being 4.34; in spring 2015, received 4.84 on same question, with institution average being 4.52

DEPARTMENT HEAD LIBERAL ARTS DIVISION (2015 – 2016)

- Managed day-to-day operations of department of eight full-time instructors and 28 adjunct instructors in diverse disciplines across a 9,400 sq. mile service area while teaching a full-time faculty course load
 - Created, entered, and managed department course schedule of over 100 courses each semester; monitored faculty workloads to ensure teaching excellence and workload equity; responsible for course entries in college catalog and for ensuring syllabi accuracy in all department courses
 - Oversaw creation of, compiled, and analyzed assessment models across all department disciplines to determine if courses, and division as a whole, achieved state- and college -mandated course learning outcomes and core objectives; determined future directions for course assessment based on collaborative analysis
 - Wrote and oversaw annual program reviews for Art, Drama, English, Humanities, Philosophy, Spanish, and Speech units; program reviews included SWOT analysis, department productivity analysis, and yearly budgeting requests
 - Mentored and assisted all faculty in completing contractually-mandated teaching and administrative responsibilities; conducted comprehensive evaluations of full-time faculty; interviewed, mentored, and evaluated effectiveness of adjunct faculty
 - Heard and mediated student-faculty concerns and complaints in consultation with the Dean of Academics; represented Division and Academics as whole on numerous campus-wide committees

THE PENNSYLVANIA STATE UNIVERSITY, UNIVERSITY PARK

2007 – 2009

GRADUATE TEACHING ASSISTANT

- Taught the university’s first-year composition class, ENGL 015 – taught three classes of 22 students each academic year

THE UNIVERSITY OF ARIZONA, TUCSON, AZ

2004 – 2007

GRADUATE TEACHING ASSISTANT

- Taught the university’s first-year composition course sequence ENGL 101 and ENGL 102 – taught three classes of 24 students each academic year

Institutional Service

**Achieving the Dream – Data Committee, Curriculum Committee, Faculty Association Facilitator,
QEP Leadership Team, TSI Committee, Upward Bound Instructor, 2016 – 2017**

**Academic Leadership Team, Calendar Committee, Curriculum Committee,
Faculty Exemptions Committee, QEP Leadership Team, TSI Committee,**

Past President – Faculty Senate, 2015 – 2016

Calendar Committee, QEP Leadership Team, President – Faculty Senate, 2014 – 2015

tutoring tutor, Budget Trend Study Committee – Faculty Senate,

Faculty Advisor – Parkour Club, 2013 – 2014

Student Evaluation Committee – Faculty Senate, 2012 – 2013

COASTAL BEND COLLEGE | Beeville, TX |

Undergrad English Curriculum Committee Representative – English Graduate Union, 2006 – 2007

THE UNIVERSITY OF ARIZONA | Tucson, AZ |

KELICIA PHELPS

Current Address:
Primary Phone: / Email:

EDUCATION/CERTIFICATIONS

Certified to teach online courses through the Canvas LMS

Irvine Valley College – Canvas Challenge Camp [January 2019]

M.A. Linguistics – Teaching English to Speakers of Other Languages (TESOL)

Graduate Certificate in Teaching English to Speakers of Other Languages (TESOL)

California State University, Long Beach [May 2016]

Cumulative GPA of 3.98

B.A. English – Literature

B.A. History – Ancient and Medieval

The University of North Carolina, Chapel Hill [May 2013]

Cumulative GPA of 3.56

PROFESSIONAL EXPERIENCE

IRVINE VALLEY COLLEGE – PART-TIME LECTURER, ESL DEPARTMENT (JAN. 2017 – PRESENT)

- ESL 370: Academic Writing I
 - This is the first course of the advanced writing sequence designed for non-native English writers who need to gain a greater understanding of Academic English. [IVC course catalog]
- ESL 80: Academic Writing II
 - This is the second course of the advanced writing sequence for non-native English writers who need to gain a greater understanding of Academic English. [IVC course catalog]
- Language Acquisition Center (LAC)
 - This is the tutoring center where students come to meet with professors to receive help on any of their language related assignments.

LONG BEACH CITY COLLEGE – ADJUNCT PROFESSOR, ENGLISH AND ESL DEPARTMENTS (AUG. 2016 – PRESENT)

- ESL 33X: College English w/ Computers ESL (ESL Composition)
 - This course is an intensive study of reading and writing English focusing on the academic language skills needed for the AA and AS degrees. Skills taught include expository essay writing, summarizing, paraphrasing, reading comprehension, and critical analysis. This is level 3 out of 4 academic writing courses before transfer composition (Engl 1).
- ESL 860: Reading and Vocabulary 1
 - This course is an initiation to academic English reading, focusing on the foundational skills necessary to decode and comprehend academic discourse, including an introduction to morphology and syntax. [LBCC course catalog]
- ESL Learning Center
 - This is the tutoring center where students come to meet with professors to receive help on any of their language related assignments. In addition to being a tutor, I also lead a weekly ESL creative writing workshop.
- ENGL 1: Reading and Composition
 - In this transfer-level course, students will read and analyze college-level texts in order to write researched, thesis-based essays. [LBCC course catalog]

KELICIA PHELPS

Current Address:
Primary Phone: / Email:

UNIVERSITY OF CALIFORNIA, IRVINE – ACADEMIC ENGLISH/ ENGLISH COMPOSITION LECTURER (SEP. 2016 – PRESENT)

- AE 20A: Academic Writing, Level I
 - The purpose of the AC ENG 20 series at UCI is twofold: 1) to help students strengthen their reading and writing skills before they take the Writing 39 series in the English Department Composition Program; and 2) to prepare students for the language requirements of their other academic classes. [UCI course catalog]
- AE 20B: Academic Writing, Level II
- AE 22A: Reading & Vocabulary, Level I
 - AE 22A is a two-unit course designed to improve your ability to comprehend written English by learning and practicing reading strategies and skills. [UCI course catalog]
- AE 22B: Reading & Vocabulary, Level II
- AE 29: Advanced Conversation
 - AE 29 is an oral communications class focusing on helping non-native speakers build both fluency and accuracy in their speaking and listening skills. [UCI course catalog]
- WR 39C: Research & Argument
 - Writing 39C, Argument and Research, is the second of UCI's two required writing courses that together fulfill the Lower Division Writing Requirement. Like WR 39B, 39C focuses on critical reading and rhetoric and teaches you intellectual strategies for identifying, understanding, and then using various genres and rhetorical situations for important communicative purposes. [WR 39C common syllabus]
- Center for Excellence in Writing and Communication
 - Writing Specialist – when needed, I join the CEWC staff as a part time writing specialist where I help undergraduate students from any discipline with writing assignments.

EMBASSY ENGLISH – TOEFL INSTRUCTOR; MULTI-SKILLS LEVEL II [OF 5] (MAY 2016 – OCT. 2017)

CSU LONG BEACH, LEARNING ASSISTANCE CENTER– ENGLISH LANGUAGE/LINGUISTICS TUTOR (AUG. 2014 – MAY 2016)

CSU LONG BEACH, UNIVERSITY LIBRARY– FRONT DESK ASSISTANT (AUG. 2013 – MAY 2016)

UNC CHAPEL HILL, WRITING CENTER – OFFICE ASSISTANT (AUG. 2009- MAY 2012)

VOLUNTEER EXPERIENCE

LBCC ESL DEPARTMENT ACADEMIC TRACK COMMITTEE (FALL 2016 – SPRING 2019)

- Provide adjunct insight into the academic writing program
- Provide knowledge of the requirements and materials for Engl 1 (transfer composition)
- Assist full time faculty in research and development for textbooks and assignments
- Manage the academic writing SLOs in conjunction with full time faculty

3RD ANNUAL LINGUISTICS RESEARCH SYMPOSIUM PLANNING COMMITTEE (SPRING 2016)

- Prepared incentives for the presenters.
- Led the welcoming committee at the Anatol Center during the event.
- Prepared and orchestrated the sign-in log and guest tokens of appreciation.

KELICIA PHELPS

Current Address:
Primary Phone: / Email:

- Volunteered to submit a poster presentation of my research at the event.

PREPARING INTERNATIONAL TEACHING ASSISTANTS PROGRAM [PITAP] (2011- 2013)

- Classroom Consultant: provided feedback to the graduate students on their teaching style and communication skills and asked questions just like a real class, providing a more realistic experience during microteaching demonstrations.
- Conversation Partner: conversed with international graduate students for 30-60-minute time slots based on mutual scheduling outside of class. Discussion topics included American culture and traditions, education, mutual interests, hobbies, etc.

UNC-CH WRITING CENTER – INTERNATIONAL STUDENT SPEAKING GROUPS (2011- 2013)

- Conducted weekly speed-dating styled conversation with international students (graduate and undergraduate); 10 minutes with various partners over the course of a one-hour meeting. Discussions topics were self-chosen.
- Conducted speaking intensive group games bi-monthly, in which all participants were required to talk over the one-hour meeting.

SCHOLARSHIPS AND HONORS

- Graduated with Distinction from CSU Long Beach (May 2016)
- Nominated for the prestigious Graduate Dean's List by the faculty of the Linguistics Department at CSULB (Spring 2016)
- Summer Research Assistantship funded by the Linguistics Department at CSU Long Beach (Summer 2015)
- Graduated with Distinction from UNC Chapel Hill (May 2013)
- UNC Chapel Hill University Dean's List (Spring 2010, Fall 2010, Spring 2011, Spring 2012, Fall 2012, and Spring 2013)

SOCIETY MEMBERSHIPS AND RESEARCH PRESENTATIONS

- Poster Presentation: *ESL Acceleration at IVC* (with R.Beck and N.Henry) at the 2nd Annual CAP Conference at College of the Canyons (July 2017)
- Member of the California Acceleration Project (CAP) team at LBCC (since 2017)
- Member of CATESOL (2016-2017)
- Poster Presentation: *A Qualitative Analysis of the Relationship between In-Class Activities and Vocabulary Learning Strategies* (Phelps, Apr 2015) at the 3rd Annual Linguistics Student Research Symposium at CSU Long Beach
- Linguistics Student Association at CSULB (2013-2016)
- Member of the National Society of Collegiate Scholars (since 2011)

RESEARCH AND TECHNICAL SKILLS / PROFESSIONAL KNOWLEDGE

- Reading and vocabulary assignment and assessment design and implementation.
- Grammar and writing assignment and assessment design and implementation.
- Speaking and pronunciation assignment and assessment design and implementation.
- TOEFL examination format and skills.

KELICIA PHELPS

Current Address:

Primary Phone: / Email:

- Qualitative and quantitative research methods.
 - Essay formatting styles such as MLA and APA.
 - Online research databases such as LLBA, JSTOR, ScienceDirect, etc.
 - Microsoft Programs: Word, PowerPoint, Excel, etc.
 - Office equipment: printers, copiers, fax, and computers.
 - Learning Management Systems (LMS) such as Canvas and Moodle.
-

JENNIFER LA CURAN

EDUCATION

Xtend Barre Teacher Training (October 2012-December 2012)

Transcending Yoga Teacher Training/ Yoga on Pine (June 2011)
200-Hour Yoga Certification with Valerie Baltzer

Body Arts and Science International (Feb 2007-June 2007)
Comprehensive Pilates Teacher Training Course

Bates Dance Festival Internship (2003)
Production, Lighting Design & Technical Theatre Crew
Worked under David Covey from Ohio State University

New York University, Tisch School of the Arts (2001-2003)
Master of Fine Arts in Dance

California State University, Long Beach (1998-2001)
Bachelors of Fine Arts in Dance

TEACHING APPOINTMENTS

ACADEMIC TEACHING

Irvine Valley College- Dance Department/School of the Arts (August 2016- Present)

Assistant Professor
Irvine, CA

Teach Intro to Dance, Dance Appreciation, Dance History, Choreography, Jazz, Improvisation and all the dance production courses in the classroom, hybrid and online. Artistic director, choreographer and mentor for dance concerts. Dance Club advisor for anyone interested in dance on campus. Other duties included serving on committees, writing curriculum, recruiting and promoting the department and college.

El Camino College- Dance Department/Fine Arts Division (August 2013-Present)

Adjunct Professor, Choreographer, Lighting Designer
Torrance, CA

Currently teach online Dance Appreciation course. Taught Ballet, Modern Dance, Choreography, Hip Hop and Dance Appreciation courses in classroom and online. Direct and choreograph for dance concerts using student dancers. Lighting designer and choreographer for dance concerts in both the Campus Theatre and Marsee Auditorium. Lighting designer and stage manager for ACDA.

Cypress College- Theater and Dance Department/Fine Arts Division (January 2015-June 2016)

Adjunct Professor
Cypress, CA

Taught Multicultural Dance in the US, Dance Improvisation, Jazz I and Elements of Choreography courses and choreographer for dance productions.

Cerritos College- Health, Physical Education, Dance & Athletics Department (December 2015- June 2016)

Adjunct Professor, Choreographer, Lighting Designer
Cerritos, CA

Taught Pilates, Ballet and Modern Dance Techniques Courses. Choreographer for dance concerts. Lighting designer and stage manager for ACDA.

Darton State College-Dance Department/ Humanities Division (August 2007-May 2013)

Online Adjunct Professor (May 2012-May 2013)

Assistant Professor, Director of Dance Department (August 2007-May 2012)

Albany, GA

Taught classroom and online courses in Ballet I, II & III, Modern I, II, & III, Tap I, Pilate's, Ballet History & Performance, Introduction to Dance, Modern Dance History, Dance Improvisation, Dance Composition, Technical Theatre for Dance, Dance Performance, Choreographer for Performance, Humanities through the Arts, and FYE (First Year Experience). Was the advisor and director of DCDC (Darton College Dancing Company) performing dance company. Other duties included serving on committees, writing curriculum, recruiting, directing dance concerts and events, advising students, grant writing, fundraising and booking manager for theater rentals and events. Coordinator for ACDF-Southeast region in Spring 2012, hosted on Darton's campus.

Moorpark College-Dance Department (June 2007-August 2007 & June 2008-August 2008)

Adjunct Dance Professor, Lighting Designer, Guest Choreographer, Producer

Moorpark, CA

Taught Modern dance courses, lighting design workshops, directed faculty and student dance concerts, mentor student choreographers, choreography, lighting design and technical director of dance concerts.

Cerro Coso Community College-Physical Education Department (May 2006-Dec 2006)

Adjunct Dance Professor

Ridgecrest, CA

Reinstated dance in the physical education department after a 10-year absence and taught Jazz I and Jazz II courses.

Central Connecticut State University-Dance Department (April 2005-March 2006)

Guest Teacher

New Britain, CT

Taught Jazz, Modern and Ballet Courses while in residence as guest choreographer.

The School of Performing Arts-Dance Department (2005)

Guest Teacher

Middlesex County, NJ

Taught Ballet, Pointe, and Variations courses, plus taught technical theater and lighting design.

Academy for the Performing Arts-Dance Department (2006)

Guest Teacher

Huntington Beach, CA

Taught Modern dance course while in residence as a guest choreographer.

PROFESSIONAL TEACHING

Young Choreographers Workshop (2016)

Los Angeles, CA

Mentor for student choreographers.

Private Fitness (January 2016- Present)

Anaheim, CA

Pilates Instructor

Braver Player's Theater Company (May 2013- December 2014)

Newport Beach, CA

Choreographer and lighting designer for children's theatre group.

FineForm Pilates (September 2012-July 2014)

Newport Beach, CA

Pilates Instructor

Arts & Learning Conservatory (August 2012-June 2013)
Santa Ana, CA
Choreographer and lighting designer for children's theatre group.

Xtend Barre Mission Viejo (November 2012 -May 2013)
Mission Viejo, CA
Barre Instructor

The Dance Company (August 2008-June 2010)
Albany, GA
Dance Teacher for ballet, pointe, jazz, modern and tap.

The Pink Slipper (August 2009-Jan 2010)
Leesburg, GA
Dance Teacher for ballet, modern, and jazz.

Hawkins School of Performing Arts (Jan 2007-June 2007)
Folsom, CA
Dance Teacher for ballet, jazz, and modern.

Simply Dance (July 2005-Jan 2007)
Ridgecrest, CA
Dance Teacher for ballet, pointe, jazz, modern, hip-hop, Pilates mat and reformer classes, plus choreography for all productions.

Ms. Huguette's Dance & Theatrical Studio (2003-2005)
Bayonne, NJ
Dance Teacher for ballet, pointe, jazz and tap, plus choreography for all productions and competitions.

Bergen Dance Center (2002-2005)
Oakland, NJ
Dance Teacher for ballet, pointe, hip-hop, and lyric, plus choreography and lighting design for all productions.

Tiffany's Dance Academy, Inc. (September 2004-May-2005)
Jackson, NJ
Dance Teacher for ballet and tap, plus choreography for all productions.

Albano Ballet Company of America Dance School (Sept 2004- Dec 2004)
Hartford, CT
Chair of Children's Division, and dance teacher for ballet and pointe.

WORKSHOPS/CONTINUING EDUCATION

CDEA State Conference (January 2017)
Irvine, CA
Co-Chaired two-day conference for dance teachers around the state. Master teachers, ignite sessions, panel discussions for dance teachers in every genre and location of teaching.

National Dance Education Organization- National Conference (October 2016)
Washington D.C.
Took classes about dance education, dance techniques, dance and technologies, had the opportunity to meet peers in the dance education world. Hosted a CDEA (California Dance Education Association) meeting as part of my role as President Elect.

American College Dance Association (March 2016)

Los Angeles, CA

Taught lighting design courses, as well as, attended conference classes. Lighting Designer and Stage Manager for El Camino College and Cerritos College pieces.

National Dance Education Organization- National Conference (October 2015)

Phoenix, AZ

Took classes about dance education, dance techniques, dance and technologies, had the opportunity to meet peers in the dance education world. Hosted a CDEA (California Dance Education Association) meeting as part of my role as Technology Director.

American College Dance Association (March 2015)

Long Beach, CA

Taught lighting design courses, as well as, attended conference classes. Lighting Designer and Stage Manager for El Camino College pieces.

Etudes Certification for Online Instruction (September 2013)

Torrance, CA

Took online course to learn about using Etudes for support and courses online.

Alabama Dance Festival (January 2013)

Birmingham, AL

Taught modern and pilates courses at conference. Choreography was presented in New Works Concert.

American College Dance Festival (March 2012)

Albany, GA

Coordinator for conference and ran conference for the southeast region.

Alabama Dance Festival (January 2012)

Birmingham, AL

Attended conference and performance. Choreography was presented in Alabama Dance Showcase.

American College Dance Festival (March 2011)

Tallahassee, FL

Attended conference classes and presented choreography in informal concert.

Alabama Dance Festival (January 2011)

Birmingham, AL

Attended conference and performances

Campus Technology Conference (July 2010)

Boston, MA

Attended conference and presented poster session on our motion capture technology.

Florida Dance Festival (June 2010)

Tampa, FL

Attended two week dance festival and took courses in contact improvisation, choreography (Making Dances), teaching (Teachers Toolkit), and Skinner Release Technique.

American College Dance Festival (March 2010)

Murfreesboro, TN

Attended conference classes and had choreography adjudicated in performance.

National Dance Association Pedagogy Conference (January 2010)

Las Cruces, NM

Attended conference classes and had choreography performed in gala performance.

Facilitating Learning Online Course (Summer 2009)

Darton College
Albany, GA

Course on developing and teaching online and hybrid courses.

American College Dance Festival (March 2009)

Murfreesboro, TN

Taught ballet and lighting design courses, as well as, attended conference classes.

Introduction to Bartenieff Fundamentals Workshop (November 2008)

New York, NY

Introduction workshop at the Laban/Bartenieff Institute of Movement Studies.

PMA Annual Conference (November 2007)

Orlando, FL

Took classes in Pilate's and health education.

The Bessie Workshop (Fall 2004)

New York, NY (NYU)

Choreography workshop.

COMMUNITY SERVICE

Arts Education Innovation Lab (January 2017- June 2017)

Los Angeles, CA

Participant in this new group are working to take arts education to the next level in LA County. There will be four convening's, one or two full days each, where participants will identify and generate solutions around scale and equity. Goals are to make sure all students are able to access, express and expand their deep capacity for creativity through arts education.

President Elect for California Dance Education Association (March 2016-Jan 2017)

* Voted into Co-President Position (Feb 2017- Feb 2019)

California

Duties include setting visions, cultivating membership relations and prospective members, conducting meetings, manage state conference planning and execution, plan & delivers CDEA @NDEO annual meeting, leads advocacy efforts, oversees scholarship process & communications, creates resources and opportunities for expressed needs of membership, connects with NHSDA National Honor Society of Dance Arts, develops meaningful organizational level partnerships, formulates and analyzes budgets, develops infrastructure, protocols and new programs, serves as contact person for CDEA in daily communications, leads executive board retreats, files state affiliate report with NDEO, designs shared/public/historical documents, represents CDEA on 4ArtsEdOrgs meetings/Cahperds Task Force Meetings/CAAE Policy Council Meetings/CreateCA Meetings, creates position papers, serves as ambassador for dance.

Technology Director for California Dance Education Association (February 2015-February 2016)

California

In charge of online communication and other technology based learning ideas. Created a new website and manage it.

Horton Awards Viewing Committee Member (July 2013- June 2014)

Los Angeles, CA

Attend dance performances and review for awards.

Newport Mesa School District (November 2012)

Newport Beach, CA

Judge for Reflections art contest.

Albany Christmas Parade (December 2011)

Albany, GA

Choreographed parade dance number for event to live music with Darton Band.

Leesburg Christmas Parade (December 2011)

Leesburg, GA

Choreographed parade dance number for event to live music with Darton Band.

One Act Plays (GA Regions A, AA, AAA) (2009-2011)

Albany, GA

Judge for one act play competition.

Under the Oaks Arts Festival (April 2011)

Leesburg, GA

Choreographed modern duet performance.

Dancing with the Docs (January 2011)

Albany, GA

Choreographed and performed modern piece for fundraiser.

Leesburg Christmas Parade, Festival and Holiday Follies (December 2010)

Leesburg, GA

Choreographed musical theater, hip hop and modern dance pieces for events.

I Remember Love/Albany Chorale (April 2010)

Albany, GA

Choreographed musical theatre pieces for fundraising performance.

Holiday Follies (December 2009)

Leesburg, GA

Choreographed modern dance piece for holiday concert.

Battle Zone Competition (May 2009)

Albany, GA

Judge for Hip Hop dance crew competition.

Albany Theatre Production *The Woman in Black* (September – October 2008)

Albany, GA

Played the role of Woman in Black for production & helped work backstage crew.

Pheobe Medical Talent Competition (May 2008)

Albany, GA

Judge for talent competition.

CREATIVE WORK

ORIGINAL CHOREOGRAPHY FOR MERGE DANCE THEATRE

- “Le Train Bleu” Comedy ballet piece based of Ballet Russe piece from the 1920’s was performed as part of Guest Artist Residency at El Camino College (April 2015), “Awaking & Beginnings Dance Festival” (January 2016), & “So-Cal Invitational” (February 2016)
- “Thoroughfare” Improv based modern dance work that explored the role of shoes in our society performed as part of Guest Artist Residency at El Camino College (April 2015)
- “Proper Sight” Modern dance piece with use of body lights performed in MixMatch Dance Festival (August 2014)
- “Fixin” Modern dance piece based on personal experiences from southern living performed in “Awakenings & Beginnings Dance Festival” (February 2014)
- “The Resting Cure” Modern dance piece based on story *The Yellow Wallpaper* performed in MixMatch Dance Festival (August 2013)

- “Shadows from Within” Modern duet performed in MixMatch Dance Festival (August 2013), “New Works” as part of the Alabama Dance Festival in Birmingham, AL. (January 2013), “Friends/Family Dance Festival” presented by Nancy Evans Dance Theatre at Porticos Art Space in Pasadena, CA. (November 2012), & Guest Artist Residency at El Camino College (April 2015)
- “Six Degrees of Freedom” Contemporary ballet piece with original score and artwork performed at Cunningham Studio Theater (May 2005)
- “Take 3” Contemporary ballet piece performed at Peridance (Nov 2004) & Dance Space Center (Feb 2005) & Cunningham Studio Theater (May 2005)
- “Why Not?” Contemporary Solo performed at Cunningham Studio Theater (2004)
- “MUST id me” Contemporary ballet piece performed at Cunningham Studio Theater (2004)
- “(solo) Marionette” Ballet solo with live flutist performed at Cunningham Studio Theater (2004)

COMMISSIONED CHOREOGRAPHY

- “Dr. Seuss” Modern dance comedy piece performed at IVC (Fall 2016)
- “Darb” Charleston/Tap Musical Theatre piece restaged at IVC (Fall 2016)
- “Darb” Charleston/Tap Musical Theatre piece performed at Cypress College (Spring 2016)
- “Des Ailes” Pointe piece performed at El Camino College (Spring 2016)
- “Distortion of Space” Modern dance piece performed at El Camino College (Spring 2016)
- “Academic Scelerophobia” Modern dance piece performed at Cerritos College (Spring 2016)
- “Raw Being” Modern dance piece performed at El Camino College (Fall 2015)
- “A Balloon Bouquet” Ballet piece performed at El Camino College (Spring 2015)
- “Proper Sight” Modern dance piece performed at El Camino College (Spring 2014)
- “This is Not a Big Place” Modern dance piece performed at El Camino College (Fall 2013)
- “New Old Why” Modern piece performed at Moorpark College (2008), & NDA Conference (2010)
- “Heavy Tones” Modern piece performed at Moorpark College (2007)
- “The Upside of Down” Modern piece performed by Central Connecticut State University (2006)
- “Fusion” Modern piece performed by Academy of the Performing Arts, Dance Department (February 2006)
- “Giardino Piazza” Modern piece performed by Central Connecticut State University (April 2005)
- “The Nutcracker” Second Act & Snow Scene performed by Inspire Us Productions (2003 & 2004)

DARTON COLLEGE CHOREOGRAPHY

- “The Resting Cure” Modern dance piece based on the story the *Yellow Wallpaper* in *From the Page to the Stage* (Fall 2011), Alabama Dance Festival (2012)
- “Growing Pains” Tap piece based on the short story *The Little Feet* performed in *From the Page to the Stage* (Fall 2011)
- “Cell Phone Ballet” ballet in *Dead Man’s Cell Phone* (Fall 2011)
- “Cosmic Kinematics: The Story of Mary Beth’s Ballet” Full length ballet with Albany Symphony Orchestra (Summer 2011)
- “Male Tango” Tango for two males in *Murder at Café Noir* (Spring 2011)
- “Je t’ai das ma peau” Modern Solo in *Motion’s* (Spring 2011)
- “Shadows from Within” Modern duet in *ACDF* and *Motion’s* (Spring 2011), *Kaleidoscope Gala* SDAHPERD conference (2012)
- “Untitled” Modern Group Piece in *Dancing with the Docs* (Winter 2011)
- “Midsummer Nights Dream” Musical Choreography (Fall 2010)
- “Pooling Reflections” Modern Trio in *ACDF* and *Breakdown and Dance* (Spring 2010)
- “Trapped” Modern Duet in *Breakdown and Dance* (Spring 2010)
- “Excerpt from Swan Lake, Act 2” Restaged in *Breakdown and Dance* (Spring 2010)
- “Vague” Modern Piece in *Breakdown and Dance* (Spring 2010)
- “Livin’ La Vida Loca” Musical Theatre Piece in *Breakdown and Dance* (Spring 2010)
- “We’re In The Money” Tap Piece in *Breakdown and Dance* (Spring 2010)
- “Crazy Little Thing Called Love” Musical Theatre Piece in *Breakdown and Dance* (Spring 2010)
- “Gifts of the Magi” Musical Choreography (Fall 2009)

- “Nutcrakin’ 80’s” Full Length dance performance (Fall 2009)
- “Summer Fun” Modern Piece performed in *Summer Shorts* (Summer 2009)
- “Hoedown” Ballet Piece performed in *Summer Shorts* (Summer 2009)
- “Shadows of the Past” Lyrical Jazz Piece performed in *Summer Shorts* (Summer 2009)
- “A Night Out” Swing Piece performed in *Danceabout* (Spring 2009)
- “Puddles” Modern Piece performed in *Danceabout* (Spring 2009)
- “6 Bodies of Motion” Modern Piece performed in *Danceabout* (Spring 2009)
- “Godspell” Musical Choreography (Spring 2009)
- “Balletbowl” Modern piece performed in *A Day in the Life Concert* (Spring 2008)
- “Coquetear Encima de la Pista de Baile” Ballet piece performed in *A Day in the Life Concert* (Spring 2008)
- “Mudlicious” Tap piece performed in *A Day in the Life Concert* (Spring 2008)
- “Open Scar” Modern piece performed in *A Day in the Life Concert* (Spring 2008)
- “Happy Goodbyes” Modern Piece performed in *Don’t Stop the Music & Convocation* (Fall 2007)
- “Unexpected Journey” Modern piece performed in *Don’t Stop the Music* (Fall 2007)
- “Danse” Ballet piece performed in *Don’t Stop the Music* (Fall 2007)
- “The Cloud” Ballet piece performed in *Don’t Stop the Music* (Fall 2007)
- “When People Stop Being Nice” Modern piece performed in *Don’t Stop the Music* (Fall 2007)
- “Six Takes on Ballet” Ballet piece performed in *Don’t Stop the Music* (Fall 2007)
- “Duet” Ballet solo with live flute performed in *Convocation* (Fall 2007)
- “On Broadway” Musical Theatre piece with live jazz band performed in *Convocation* (Fall 2007)

OTHER CHOREOGRAPHY

- “La Celibataire Quartet” Contemporary piece performed at NYU Tisch School of the Arts (2003)
- “Clear Sight” Contemporary solo performed at NYU Tisch School of the Arts (2002)
- “Five O’ Five” Contemporary Pointe piece performed at CSULB (2001)
- “Me, Myself and She” Co-choreographed modern duet performed at CSULB (2001), ACDF (2001), Cunningham Studio Theater (2004)

PROFESSIONAL DANCE PERFORMANCE

Merge Dance Theatre (2003- Present)

Artist Director, Choreographer, Dancer

Love Lab (2010-Spring 2011)

Mary Love Ward’s improvisation dance troupe based out of Florida State University.

Orange County Dance Theatre (July 2005-Feb 2006)

Artist Director: Michael Houston

Soloist

Ballet and Modern Repertory work

Albano Ballet Company of America (Oct 2003- Dec 2006)

Artistic Director: Joseph Albano

Soloist

The Nutcracker, American in Paris, Americana, Repertory work

Momentum Dance Theater (2003-2004)

Artistic Director: Christie Freeman

Modern dancer

Modern Repertory work

Ballet Repertory Theatre (1993-1998)

Artistic Director: Anthony and Terri Sellars

Soloist

The Nutcracker, Coppelia, Swan Lake, Piquita, Ballet Studio, Giselle, & repertory work

PROFESSIONAL SERVICES

PRODUCER

Six Degrees of Freedom (December 2004-May 2005)

The Cunningham Studio Theater NYC

Producer, Choreographer, Performer

Performance with choreography by Jennifer DeBritton, Sydney Skybetter, and M. Lindsay Smith

Transition Testimonies (October 2003- March 2004)

The Cunningham Studio Theater NYC

Producer, Choreographer, Performer

Performance with choreography by Jennifer DeBritton, M. Lindsay Smith, Jessica Humphrey, Heather McGinnis, Christie Freeman, and Lorelei Bayne

ACADEMIC LIGHTING DESIGN & TECHNICAL THEATER TEACHING

Cerritos College (December 2015- June 2016)

Cerritos, CA

Lighting Designer and Stage Manager for ACDA.

El Camino College (August 2013- June 2016)

Torrance, CA

Lighting Designer for dance concerts in Marsee Auditorium and Campus Theatre. Lighting Designer and Stage Manager for ACDA.

Darton College (August 2007- May 2012)

Albany, GA

Technical Theatre for Dance Course/Teaching Crew for productions/Work rentals as needed/Theatre Bookings

Moorpark College (June 2007-August 2007, June 2008-August 2008)

Moorpark, CA

Lighting Design Workshop/ Teaching Crew for productions

Burroughs High School-Parker Performing Arts Center (Sept 2006-Jan 2007)

Ridgecrest, CA

Parker Performing Arts Center Manager/Technical Theater Instructor/Lighting Designer

Central Connecticut State University-Dance Department (April 2005-March 2006)

New Britain, CT

Lighting Designer

The School of Performing Arts-Dance Department (2003-2005)

Middlesex County, NJ

Resident Lighting Designer for Dance Department

PROFESSIONAL LIGHTING DESIGN

Braver Player's Theater Company (September 2012- December 2014)

Newport Beach, CA

Lighting Designer for Fiddler on the Roof, Footloose, The Little Mermaid, and Grease musical productions at the Attic Theatre and JCC Theatre.

Moorpark College (2007- 2008)

Moorpark, CA

Lighting Designer & Producer for Dance Concert

Folsom Lake Civic Ballet (2007)

Folsom CA

Lighting Designer for Coppelia Ballet

Bergen Dance Center (2002-2005)

Oakland, NJ

Lighting Designer

Ballet Arts Fall 2004 Showcase (2004)

NYC

Technical Director & Lighting Designer

Julia Ritter Performance Group (2004)

New York, New Jersey

Lighting Designer, Production Manager

Graduate Student Organization (September 2002- May 2003)

New York University, Tisch School of the Arts

New York, NY

Lighting Designer, Stage Manager

PROFESSIONAL STAGE MANAGEMENT/HOUSE MANAGEMENT/STAGE CREW

French Institute-Florence Gould Hall (March 2004- July 2004)

New York, NY

Lighting Technician, Crew Member

Tamar Rogoff Performance Projects (May 2003)

New York, NY

Light Board Operator, Stage Hand

Doubletake Dance Showcase (2002)

New York, NY

Stage Manager/Technical Support

Kun-Yang Lin and Dancer Dance Company Performance (2002)

Long Island City, NY

Stage Manager/Technical Support

New York University (September 2001-May 2003)

Graduate Work Study, NYU Tisch School of the Arts

New York, NY

Box Office Coordinator, Light Board Operator

California State University, Long Beach (October 2000- June 2001)

Long Beach, CA

Stage Hand, Teachers Aid for Introduction to Dance Course, House Manager

Knott's Berry Farm (April 1998-October 2000)

Buena Park, CA

Assistant Coordinator for the Entertainment Technical Department,

AWARDS

College Service Award, Darton College (2011)

Campus Technology, Education Futurists Award (2010)

Motion capture technology used to develop detailed virtual anatomical models and study the kinesthetics of dance.

Nominated for US Professor of the Year (2010)

PROFESSIONAL AFFILIATIONS

California Dance Education Association (CDEA)

National Dance Education Organization (NDEO)

Dance Resource Center of Los Angeles

PMA (Pilate's Method Alliance)

REFERENCES



AMANDA R. JEROME

Education

California State University, Fullerton
Master of Science in Education (TESOL)
Master of Arts in English

May 2010
Dec 2005

University of California, San Diego
Bachelor of Arts in Literature/Writing
Minor in Spanish Literature

June 2001

Universitat de Barcelona
Barcelona, Spain

Aug 1999 – July 2000

Professional Experience & Campus Involvement

Irvine Valley College

Adjunct Faculty, ESL Department

Aug 2018 – Present

- Taught ESL 201 (Academic Writing III for Multilingual Writers)
- Teach ESL 363, 373 (Intermediate Pronunciation)

Language Acquisition Center (LAC) Instructor

January 2019 – Present

- Tutor both AESL and ESL students in writing and assist them with Burlington English (AESL) and Pearson (Azar) My English Lab software

Matriculation Reader

Aug 2018 – Present

- Read and score ESL student placement essays using holistic rubrics

Canvas Peer Review Workshop Participant

Jan 2019

- Participated in an invitation-only peer review workshop with colleagues from other departments on campus to share best practices regarding instructional use of Canvas

Technology

- Canvas
- Google (Drive, Docs)
- Flip Grid

Saddleback College

Associate Faculty Member

Jan 2019 – Present

- Teach beginning conversation to both credit and non-credit students

Associate Faculty Member

Aug 2006 – June 2010

- Taught intermediate and transfer-level composition courses (English)
- Taught intermediate multi-skills II (ESL) to both credit and non-credit students
- Taught advanced reading and writing (ESL) to both credit and non-credit students
- Taught listening and note-taking (ESL) to both credit and non-credit students

Participant—Professional Development Workshop

Jan 2019

- “High-Engagement, High-Impact Strategies: Responding to the Challenges of AB-705 in a Liberal Arts Classroom”

- Matriculation Reader* Sept 2007 – June 2010
- Read and scored student placement essays using holistic rubrics
- Participant, Cal-PASS (California Partnership for Achieving Student Success)* Sept 2011 – June 2012
- Met on a monthly basis with a PLC (professional learning community) of local high school, community college and university instructors for an intersegmental discussion of how to better align Saddleback College curriculum to serve basic skills students and increase student success
- Project Facilitator, Basic Skills Initiative (BSI)* Jan 2009 – June 2009
- Helped to write a grant proposal for project funding
 - Organized and facilitated a series of meetings and discussions about student success
 - Helped produce the final set of student handbooks for students at all three levels
- Curriculum Review Participant, Basic Skills Initiative (BSI)* Sept 2009 – Jan 2010
- Participated in discussion and revision of current curriculum to better align it with Basic Skills objectives and desired Student Learning Outcomes
- Workshop Leader, Saddleback College Faculty In-Service (Basic Skills Series)* Jan 2009
- Co-presented “Engaging Students and Empowering Them to Succeed”
- Workshop Leader, Saddleback College Writing Center Workshop Series* Mar 2008 – June 2009
- Conducted several workshops on revising & editing
- University of California, Irvine**
- Continuing Lecturer, Program in Academic English/ESL* Sept 2007 – June 2018
- Taught multiple levels of academic writing (both lower- and upper-division)
 - Taught basic pronunciation
 - Taught reading and vocabulary
 - Helped develop program curriculum
 - Mentored new faculty
- Specialist, Academic English Resource Center (AERC)* Sept 2011 – June 2018
- Developed curriculum for and facilitate weekly grammar and writing workshops
 - Coordinated needs of the program, maintained website & communicated with lecturers weekly
 - Collected and reported on attendance data and student satisfaction (via weekly surveys)
 - Met separately with students on special contracts
- Creator / Coordinator, English Development Workshop Series (EDWS)* Jan 2011 – Sept 2013
- Organized, advertised, and facilitated language-related workshops for international students on campus in coordination with the International Center
- Workshop Instructor, English Development Workshop Series* Jan 2011 – June 2018
- Taught numerous workshops such as:
 - “Improving your Academic Vocabulary”
 - “Bring it on: Fun with Phrasal Verbs”
 - “Understanding Idioms & Slang”
- Merit Review Committee Member* May 2015 & Jan 2018
- Served on merit review committees to help evaluate colleagues’ work

Member, Professional Development Review Committee at UC Irvine Mar 2013

- Reviewed funding applications and helped decide which deserved financial awards

Assessment

Grader, TOEP (Test of English Proficiency) June 2008 – June 2018

- Evaluated students' pronunciation, grammatical ability, and readiness to TA

Matriculation Reader Sept 2007 – June 2018

- Read and scored student placement essays using holistic rubrics

E-Rater, University of California AWPE (Analytical Writing Placement Examination) May 2011 & 2012

- Scored 500 freshmen placement examinations online

Capistrano Unified School District—Capistrano Adult School

Teacher Jan 2004 – Dec 2007

- Taught non-credit AESL classes through the Capistrano Adult School
- Instructed students at the beginning and intermediate ESL levels (multi-skills)
- VESL: Taught business writing and communication to ESL professionals at Mission Hospital
- Instructed older adults in both Guided Autobiography Writing and Spanish I

California State University, Fullerton

Teaching Associate—Beginning Writing Course Aug 2005 – June 2006

- Selected course materials and prepared syllabus and course outline
- Lead discussion and facilitated group work

Graduate Assistant—Developmental Writing Courses Jan 2004 – Dec 2004

- Assisted multilingual developmental writers

Tutor in The Writing Center Sept 2003 – June 2005

- Tutored college students, many of whom were ESL students, in essay writing
- Offered instructional support to individuals and small groups and presented writing workshops

**Professional Development—
Conferences & Presentations**

CAP (California Acceleration Project) Conference Attendee—Sacramento, CA Feb 2019

- “Supporting the State's 114 Community Colleges to Transform Remediation to Increase Completion and Equity”

OC CATESOL Regional Conference Attendee—Irvine, CA Feb 2019

- “Developing Career Paths in ESL”

Association of American Colleges & Universities Conference Attendee—San Diego, CA Mar 2018

- “Diversity, Equity, and Inclusive Democracy: The Inconvenient Truths”

CATESOL Annual Conference Co-Presenter—San Diego, CA Nov 2016

- “Adapting and expanding student support services to foster success in Academic English writing courses”

*Western Association of Educational Opportunity Personnel Student Leadership Conference
Featured Presenter—UC Irvine* April 2012

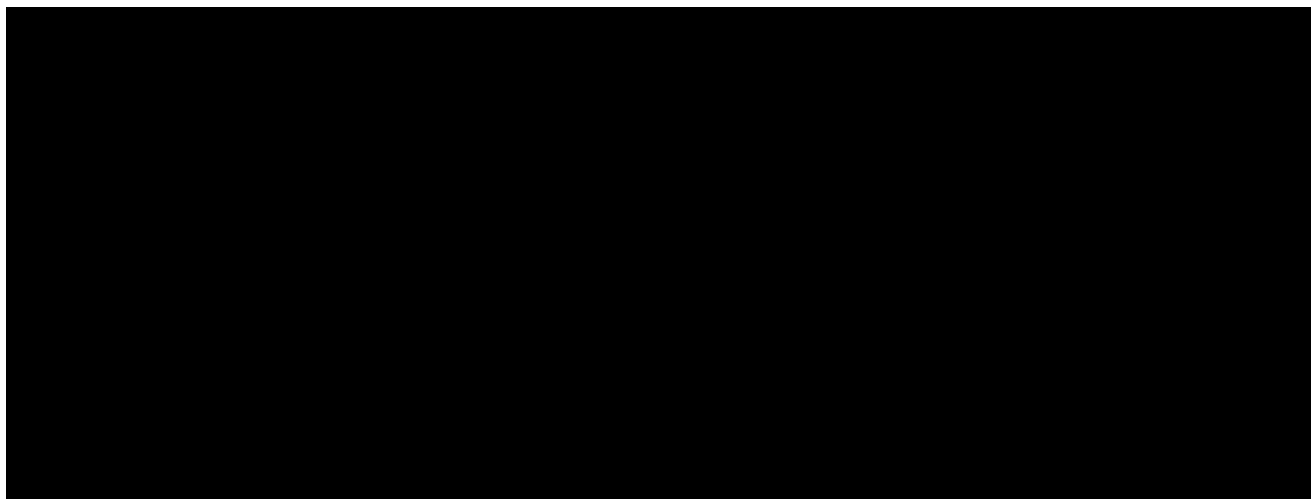
- Co-presented a leadership and team-building workshop to TRIO high school students aspiring to become positive agents of change in their communities

<i>CATESOL State Conference Workshop Co-Presenter—Long Beach, CA</i>	Apr 2012
<ul style="list-style-type: none"> • “Dynamic integrated-skill activities for teaching Academic English” 	
<i>CATESOL Regional Conference Workshop Co-Presenter—San Diego, CA</i>	Oct 2009
<ul style="list-style-type: none"> • “Self-management and self-motivation: The peas and carrots of success” 	
<i>CATESOL State Conference Poster Co-Presenter—Pasadena, CA</i>	Apr 2009
<ul style="list-style-type: none"> • “Mobilizing motivation to create autonomous 'whole learners' in the ESL classroom” 	
<i>CATESOL Regional Conference Poster Co-Presenter—Fullerton, CA</i>	Oct 2006
<ul style="list-style-type: none"> • “Systematic approaches to teaching phrasal verbs” 	
<i>Great Teachers Seminar Attendee—Lake Arrowhead, CA</i>	Jan 2008 & 2009
<ul style="list-style-type: none"> • Attended facilitator training with David Gottshall (2008) • Assisted in seminar coordination and facilitated breakout sessions (2009) 	
<i>On Course Workshop Attendee (Led by Skip Downing)—Pasadena, CA</i>	Oct 2008
<ul style="list-style-type: none"> • Learned student success strategies based on the <i>On Course</i> text by Skip Downing 	
<i>Basic Skills Institute Conference Attendee—Newport Beach, CA</i>	July 2008
<ul style="list-style-type: none"> • Discussed unique needs of basic skills students and strategies to help meet these needs 	
<i>Textbook Review Published in CATESOL Journal</i>	Vol. 19 – Num. 1 – 2007

Awards/Certificates

Four-time Recipient of Professional Development Funding Awards, UC Irvine	2009, 2012, 2016, 2018
Certificate of Congressional Recognition for participation and leadership in higher education (received from U.S. Congresswoman Loretta Sanchez)	Apr 2012
Rick Sullivan stipend award winner—CATESOL State Conference, Pasadena	Nov 2010
Teaching & Learning Academy Certificate: Emphasis in Community College, CSUF	June 2007
Certificate for Student Leadership in Peer Tutoring, CSUF	Dec 2003

References





BRANDEE J. IDLEMAN

Mobile Phone:



Personal Email:



COMMUNITY COLLEGE LIBRARIAN

Creative community college librarian who uses expert research skills, collaboration, empathy and a commitment to continual education to provide superior services to a diverse student population. Highly proficient in providing in-person library instruction, best practices for accessible and engaging online learning, and delivering reference services in a fast-paced and dynamic environment.

EDUCATION

University of Alabama

Tuscaloosa, AL

Master of Library and Information Studies, August 2012

Beta Phi Mu International Library and Information Studies Honor Society

Dickinson College

Carlisle, PA

Bachelor of Arts, European History, May 2000

Phi Alpha Theta History Honors Society

LIBRARY EXPERIENCE

Irvine Valley College, Adjunct Librarian – January 2013 to Present

Library Instruction

- Provide **classroom instruction** to students for library orientation, writing workshops, electronic database searching, citation formatting, research strategy and web searching.
- Use current **pedagogical best practices to develop new course materials** in the form of web demonstrations, student activities, PowerPoint presentations, lecture materials and specialized LibGuides.
- Create new **programming and information literacy tools** such as a library workshop and LibGuide for Understanding News Sources.
- Provided **online instruction** for Lib 10: Introduction to Library Research and worked as a Teaching Assistant for Lib 11: Introduction to Electronic Databases.

Reference Services

- Provide **reference services** to students, faculty and community users through **in-person** reference interviews and by responding to **phone, email, and chat** inquiries.
- Help patrons select and locate appropriate **print and electronic materials for research**.
- Provide **bibliographic instruction** for MLA, APA, Chicago and other citation styles. Update electronic and print library resources to reflect changes to citation styles.
- Help a **diverse student population** with special needs connect with school and community resources such as tutoring, food resources, counseling services and shelters.

- Assist students with **technical issues** such as network connection problems, document formatting and printing problems. Direct students to the appropriate resource when additional expertise is required.

Collection Development

- **Select new collection materials** for purchase in Gobi in the areas of political science, law, psychology, religion, geography, history, literature and current social issues.
- Create a **collection development policy** for science, sociology, and geography based upon best practices and curriculum requirements.
- Use **statistical analysis** to make informed recommendations on materials for deaccession.
- Research **open education resources** to replace existing standing orders.

LibGuide Development

- Develop a web-based **reference desk staff manual** containing policies and procedures, guidelines and key information.
- Create **subject guides** for news sources, history, geography, sociology and government information.
- Create **guides for special topics and events** such as Sexual Assault Awareness Week, African American Heritage and DACA Resources.

Additional Projects

- Participate in **library outreach activities** such as Laser Week, Fast-Fridays, African-American Heritage Celebration and IVC Preview Day.
- Locate and **aggregate library data** for surveys from the Association of College Research Libraries, the Department of Education and the Chief Council of Community College Librarians.

Saddleback College, Adjunct Librarian – August 2016 to Present

Online Course Instruction

- Provide **online instruction** for Lib 2H: Honors Advanced Information Competency and Lib 100: Basic Information Competency Skills.
- **Develop course materials in compliance with accessibility best practices** using a variety of formats including, but not limited to: Canvas pages, PowerPoint slides, lecture notes, and video tutorials with closed captioning.
- Develop **student assessment tools** to gauge student attainment of learning objectives and revise materials based upon measures of success for **student learning outcomes**.
- Evaluate and adopt new **open education resources** in lieu of a traditional textbook.
- **Collaborate with faculty** from other departments to ensure course materials support the research needs of Honors students in all disciplines.

Library Instruction

- Provide **classroom instruction** to students on information literacy topics such as research strategies, electronic database searching, and bibliographic tools.
- **Develop new information literacy materials** in the form of web demonstrations, handouts, PowerPoint presentations, lecture materials and specialized LibGuides.
- **Create new programming** such as a library workshop for RefWorks.

Reference Services

- Help patrons **select and locate appropriate print and electronic materials for research**.

- **Manage multiple demands** at the reference desk to best triage responses to a vibrant chat service and in-person requests for research assistance.

Additional Projects

- Create **instructional handouts** for installing and using RefWorks for both PC and MAC users.
- Complete **quality assurance** review of archival records for the Lariat in the California Digital Newspaper Review.

University of California Irvine, Library Intern – September 2011 to August 2012

Reference Services

- Provided **reference instruction** without supervision at the main library including ready reference and research support.

Collection Development

- **Developed collection weeding best practices** for all discipline areas and provided **staff instruction** sessions on using a systematic approach to weeding large data sets.
- Assisted the Art & Dance subject librarian in the **selection of new materials** for acquisition.

LibGuide Development

- Assisted the Art and Dance librarian in **development of subject specific guides**.
- Reviewed and updated the health sciences **subject guide**.
- Created annotations for the visual literacy **subject guide**.

Library Outreach

- Worked at the “Welcome Wagon” table during the start of each semester to **promote awareness of library services**.
- Assisted the Outreach Librarian in **creating library promotional materials** such as buttons and displays.

Additional Projects

- Completed an extensive **revision of the policies and procedures** for the reference department.
- **Analyzed data** and **created data displays** to support Zine research.

Special Collections

- **Processed archive materials** including aerial photographs of southern California.
- Created a **processing plan and archival description** using Archivists’ Toolkit.
- **Cataloged** and re-housed materials per department processing guidelines.
- Published a finding aid in the Online Archive of California.
- Published a web article describing aerial photographs of Orange County.

Orange County Public Library, Extra Library Help – March 2012 to January 2013

- Completed shelving of books, magazines, and audio-visual materials.
- Completed **collection re-organization** based on observed need.
- Assisted with **patron inquiries**.
- Assisted with **library events** such as story time.

SHARED GOVERNANCE & COMMITTEE WORK

Academic Senate Guided Pathways Work Group

- Participate in planning of and attended the Guided Pathways Summit.
- Member of the Program & Mapping Design Team.
- Attend CCCCO IEPI Guided Pathways Workshop.
- Collaborate with other departments to explore additional services during the Summer Bridge program or commencement of semester.
- Begin development of a new 1-unit library course that would be a part of all student pathways.

Student Learning Outcomes (SLO) Task Force

- Contribute to evaluation of community standards for SLO website compliance.
- Participate in other committee activities such evaluating the use of Canvas Outcomes.

OER (Open Education Resources) Work Group

- Recipient of OER adoption stipend award for course conversion in 2018.
- Recipient of second OER adoption stipend award for course conversion in 2019.

SAAW (Sexual Assault Awareness Week)

- Participated on the SAAW Committee for Irvine Valley College.
- Created list of existing library resources for committee's use.
- Developed LibGuide for Assault, Harassment and Abuse Awareness.

IVC African American Heritage Celebration

- Staff the library booth for the celebration event and provide students with information on relevant library resources.
- Assist in selection of materials for booth display.
- Create a LibGuide for African American Heritage resources.

ILA (Information Literacy Advisory) Committee

- Participated on the ILA Committee for the California Community Colleges Council of Chief Librarians.
- Worked with the committee chair to develop a survey using the Google survey tool.
- Assisted with aggregation and evaluation of results.

VOLUNTEER ACTIVITIES

Tesoro High School (CUSD) Parent Volunteer

- Plan large events such as the annual banquet for the cross country team.
- Create programs, certificates and other documents for the cross country and track teams.
- Curate team photos for displays and gifts.

IVC Preview Day

- Staffed the library booth at IVC Preview Day and provided information about library resources and services to high school students.

Community Outreach Service, St. Margaret's Episcopal Church

- Assist in purchasing of food supplies and preparation of meals as part of the Community Meal Outreach team.
- Participated in Corazon house build in Mexico.
- Purchase supplies, plan and arrange floral displays as part of the church's Flower Guild.

Moulton Elementary Library Chair (September 2010 to June 2013)

- Used Sirsi to check materials in and out of the library.
- Provided guidance to parent volunteers and monitored shelving activities.
- Assisted students in book selection.
- Collaborated on school-wide events such as Celebration Book Club.

TECHNICAL EXPERTISE

- | | |
|---------------------|-------------------------------------|
| ➤ Blackboard | ➤ MS Office |
| ➤ BoldChat | ➤ OCLC WMS Local |
| ➤ Camtasia | ➤ RefDesk |
| ➤ Canvas | ➤ RefWorks |
| ➤ Facebook | ➤ Screencast-O-Matic |
| ➤ GOBI | ➤ SIRSI |
| ➤ Jing | ➤ Twitter |
| ➤ Instagram | ➤ WordPress |
| ➤ LibApps/LibGuides | ➤ Wikispaces |
| ➤ LibraryH3lp | ➤ YouTube (Closed Captioning Tools) |

CONTINUING EDUCATION

Online Educator Certificate

- Obtained Spring 2019 from IVC

Post-Master's Degree Courses

- | | |
|---------------------------------------|---|
| ➤ Intro to Online Teaching & Learning | ➤ Effective Interaction, Online Courses |
|---------------------------------------|---|

Professional Development Classes

- | | |
|-------------------------------------|--------------------------------|
| ➤ 2 Year/4 Year School Partnerships | ➤ Government Information |
| ➤ ASCCC Part Time Faculty Institute | ➤ Meaningful Assessment |
| ➤ First Generation Students | ➤ News for Young Consumers |
| ➤ IEPI Guided Pathways Workshop | ➤ Sign Language for Librarians |
| ➤ Information Literacy Framework | ➤ Website Accessibility |

RELATED PROFESSIONAL EXPERIENCE

Newport Specialty Hospital, Regulatory Coordinator – September 2010 to March 2012

- Provided **classroom instruction** for new employee orientation.
- Created a facility-wide safety program including **classroom instruction** and equipment demonstrations for all staff.
- Developed **policies and procedures** in accordance with requirements of accreditation and regulatory agencies.

- Established a system for **monitoring, documenting and cataloging** evidence of compliance with required inspections.

College Hospital Costa Mesa, Director of QI/RM – January 2009 to August 2010

- Provided **classroom instruction** for new employee **orientation**.
- Ensured facility's **continual readiness for accreditation survey** by complying with accreditation standards.
- **Established policies and programs** to promote a just culture focused on patient safety.
- **Maintained compliance with regulatory agencies** by developing a highly organized catalog of required documents and facility quality reports.
- **Facilitated organization-wide performance improvement projects** and reported results regularly to the Board of Directors.
- Standardized a **system** for managing complaints and grievances to minimize claims and **improve patient satisfaction**.

College Hospital Costa Mesa, Executive Coordinator – August 2005 to January 2009

- Created an index of hospital policy manuals and contract files with a mechanism for recording audits to **maintain regulatory compliance**.
- **Engaged in corporate and physician outreach activities** by facilitating executive level meetings, including Board of Directors and managers' meetings, and planning events such as corporate retreats and physician gatherings.
- **Engaged in employee outreach activities** by planning special events including employee appreciation activities, formal holiday parties, and charitable auctions.
- Created an **administration employee guide** and trained replacement.
- Honored as the 2007 Employee of the Year.

Palm Beach Yacht Club, Assistant to Vice President – August 2002 to August 2005

- **Developed a staff manual** for training future employees.
- **Prepared annual marina contracts**.
- Maintained kitchen and store **inventories**.
- Generated queries and tables of membership information using **MS Access**.
- Assisted in maintenance of club's website.

TD Waterhouse, Office Manager – May 2000 to April 2002

- **Developed a staff manual** for training future employees.
- **Organized events** such as receptions, seminars and corporate parties.
- Resolved **customer service** issues.
- Maintained sensitive financial documents in compliance with SEC regulations.

PROFESSIONAL AFFILIATIONS

American Library Association
Association of College and Research Libraries
California Teachers Association



NANCY DUONG

- RESUME -

CONTACT

Email
Phone
Mail

EDUCATION

MS, Mathematics

University of California, Riverside
March 2011 - March 2013

BS, Mathematics in Secondary School

University of California, Riverside
September 2006 - December 2009
Cum Laude

CLASSROOM EXPERIENCE

Visiting Assistant Professor

Norco College
One-Semester Temporary
February 2016 - June 2016

Subjects

Pre-calculus, statistics, elementary algebra

Mathematics Instructor

ACI College Preparation, Rowland Heights
April 2013 - August 2013

Taught pre-calculus for high school students
in an afterschool program

Adjunct Mathematics Instructor

August 2013 - February 2016

Norco	Jan '15 - Feb '16
Chaffey	Jan '15 - Dec '15
Cuyamaca	Jan '14 - Dec '14
Southwestern	Jan '14 - Dec '14
Mesa	Aug '14 - Dec '14
Crafton Hills	Aug '13 - Dec '13
Norco	Aug '13 - Dec '13

Subjects

Calculus I, Trigonometry, Statistics,
Intermediate Algebra, Elementary Algebra,
Pre-Algebra, Arithmetic, Summer Bridge

Secondary Instructor & Teaching Assistant

Math Department, UC Riverside
March 2011 - March 2013

Earned the campus-wide Outstanding Teaching
Award for the Math Dept (2012 - 2013)

Subjects

Number Theory, Calculus I & II, Pre-Calculus,
College Algebra, Contemporary Math for
Humanities, Summer Bridge

Supplemental Instruction (SI) Mentor & Leader

Academic Resource Center, UC Riverside
September 2008 - March 2010

Led structured study sessions in a classroom
environment for 5 to 25 students at a time



NANCY DUONG

- RESUME CONTINUED -

RELEVANT AWARD

Outstanding Teaching Award

UC Riverside
2012 - 2013

PROFESSIONAL DEVELOPMENT

California Mathematics Council of Community Colleges (CMC³)

Southern Mini-Conference at Saddleback College
October 2014, October 2015

Southern Conference in Anaheim
March 2014

Spanish II Course

Mesa College in Spain
Summer 2014

MaThink Conference

Riverside
March 2013

Volunteer Tutor

Math and Success Center, Santa Ana Community College
June 2012 - September 2012
-Assisted students in a self-paced algebra course

ADDITIONAL SKILLS

Blackboard, Desmos, document camera, MyMathLab, MyMathTest, MyStatLab, OneNote, PowerPoint, Surface Pro 4, TestGen, TI-83/84 Emulator, WebAssign

Susan W. Akhavan

123 Main Street, Anytown, CA 90007 ♦ [REDACTED]

EDUCATION:

May 2012 **California State University, Long Beach**
M.A. Linguistics (Program: TESOL)
★★ 3.912 GPA; Awarded "Best Comps Exam"; Perfect Score on Comps Project ★★

2004 – 2005 **University of California, Irvine** - Linguistics prerequisite courses

1989 - 1993 **California State University, Fresno**
International Relations (Political Science) – completed all graduate course work
1986 - 1990 **Biology and Education** - completed extensive course work
1986 **Business Administration, B.S., Second major: Spanish**
1981-82 Universidad Complutense, Madrid, Spain – Spanish Courses for Bachelor's Degree

TEACHING EXPERIENCE:

	COURSE	LOCATION	DATES
♦ Adult ESL ♦	Advanced Adult ESL Level 5 AESL 505	<i>Irvine Valley College</i>	01/2018 – present
	AESL & Family Literacy Beg. 1/Beg. 2 combined	<i>Santa Ana College</i> <i>School of Continuing Ed</i>	01/2007 – 09/2013
♦ Academic English ♦	ESL 370: Academic Writing I for Multilingual Writers (3 semesters)	<i>Irvine Valley College</i>	08/2014 – 12/2016
	ESL 301: Academic Writing II for Multilingual Writers (2 semesters)		
	ESL 388/398: Advanced Grammar and Writing (2 semesters)		
	English Composition and Grammar AE 20A (2 classes; 1 quarter) AE 20B (2 classes; 1 quarter) AE20C (2 classes; 1 quarter)	<i>University of California, Irvine</i>	09/2013 – 06/2014
♦ Intensive English Programs ♦	Speaking/Listening [High Intermediate] [5 quarters]	<i>University of California, Irvine Extension</i>	10/2012 – 08/2014
	Conversation & Culture [Intermediate]		07/2012
♦ English for Specific Purposes ♦	Business English: Speaking/Listening [High Intermediate] (20 hrs/wk for 4 weeks)	<i>University of California, Irvine Extension</i>	08/2013 08/2012
	Custom Designed Program – Scientific Writing: Tokyo University of Pharmacy & Life Science Students		08/2013
♦ Language Lab ♦	Language Acquisition Center: Individual Tutoring in lab setting	<i>Irvine Valley College</i>	08/2014 – present <i>Various semesters</i>

RELEVANT NON-TEACHING POSITIONS

	LOCATION	DATES
♦ AESL Center Coordinator ♦	- Managed daily operations; developed new procedures, including enrollment management call list database; provided support to faculty (e.g., for their reporting req'tments; coordinated assessments & orientations in collaboration with other campus departments; CASAS certified	<i>Irvine Valley College</i> 01/2017 – 12/2017
♦ International & Sponsored Student Advisor ♦	- Served as liaison between sponsored students and government sponsors - Provided academic advice/support to int'l students - Co-coordinated development and implementation of extensive new int'l student orientation	<i>California State University, Fresno</i> 07/1989 – 07/1992
♦ International Student Speaker Program Coordinator ♦	- Trained students in public speaking; marketed program; coordinated speaking engagements	<i>California State University, Fresno</i> 09/1986 – 07/1989
♦ Air Quality Planner ♦ <i>[Illustrates experience with research, writing, presenting, and working with governmental policies]</i>	- Wrote air quality plans and presented at public workshops; developed informational brochures; coordinated Hearing Board applications and public hearings for three regional offices	<i>San Joaquin Valley Unified Air Pollution Control District</i> 02/1994-08/1999

TECHNOLOGY:

♦ Classroom & Other Uses ♦	Examples: Canvas (LMS: blogs, on-line quizzes, grading, assignments); PowerPoint (lectures, in-class practice); Kahoot (in-class interactive quizzes/games); Ryver and Remind (communication & collaboration); Remind ; Burlington English (Language acquisition software); EXCEL, Google Docs/Forms/Sheets (forms, data management); SARS (appointment scheduling & tracking)
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LANGUAGES & OVERSEAS EXPERIENCE:

♦ Language Proficiency ♦	Spanish (Can confidently communicate orally and in writing); Farsi (Can understand and produce simple conversations); Mandarin, French, German, Sign Language (Have studied to varying degrees; can understand and produce very limited words/phrases (lack of use)
♦ Overseas Living ♦	- Grew up in Singapore ; lived briefly in Belgium ; studied in Spain junior year in college (CSU International Programs Study Abroad); selected for and participated in one-month exchange program in Taiwan

PROFESSIONAL AFFILIATIONS:

♦ Memberships ♦	CATESOL ; TESOL
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