

# Client Name, PHD

Address, City, State | Phone 122.333.5555 | Email: clientname@yahoo.com

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## ACADEMIC WRITING INSTRUCTOR/DISSERTATION EDITOR

Highly skilled, seasoned and well-respected academic scholar with a proven track record providing top-notch proofreading, editing, and constructive analysis and feedback to doctoral candidates preparing the dissertation. An instructor with high integrity who embraces diversity and collaborates effectively with students and staff members from a variety of educational, cultural, economic and social backgrounds; creating a climate of mutual fairness and respect. Actively nurturing the development of critical and creative thinking and writing in students; employing a variety of teaching aids to enhance comprehension, proficiency and practical application.

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### AREAS OF STRENGTH

- Dissertation Manuscript
- Planning Analyst
- Assessment Coordinator
- Technical Writing
- Educational Development
- Instructional Delivery
- Humanities Studies
- English Composition
- African American Studies
- Women's Studies
- Online Instructor
- Dedicated, Committed

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### PROFESSIONAL ACADEMIC EXPERIENCE

#### DISSERTATION EDITING

- **Edit final dissertation manuscripts** in preparation for publication and upload to graduate school databases.
- **University-wide Quality Control Editor** for final dissertations before publication; a position held at Argosy University, Sandy Springs, GA.

#### TEACHING

- **Online Instructor:** Meticulously prepared and presented instruction for online English composition courses. Instructional delivery of required core course in writing and literature to online students from diverse ethnic, racial, linguistic, and socioeconomic backgrounds.
- **Instructed graduate level hybrid Advanced Academic Study and Writing courses.**
- **Oversaw tutorial writing assistance** for undergraduate and graduate university clients.
- **Instructional delivery of core required classes** in writing, literature and learning support for first and second year students from diverse ethnic, racial, linguistic and socioeconomic backgrounds.
- **Oversaw core curriculum reform**, proactive student retention initiatives, development of new academic programs and the first-year student experience, generation of funding proposals, compliance with institutional policies and procedures, student advisement, career preparation and service learning, global studies program.
- **Assistant Professor of English** (promoted from Lecturer): Instructed required core curriculum courses in writing and literature to freshman through senior level students; advised senior theses.

#### ADMINISTRATIVE

- **Coordinator of the Doctor of Arts in Humanities Program:** Planned, coordinated and administered interdisciplinary graduate doctoral program in Africana Women's Studies/African American Studies; also serviced doctoral candidates within the Division of Humanities in the School of Arts and Sciences (English, History, Religion and Philosophy, Foreign Languages).
- **Coordinator of the Undergraduate Interdisciplinary Humanities Program:** Coordinated and supervised the undergraduate interdisciplinary course sequence; prepared lectures, coursework materials, and cultural interaction experiences for students (guest lecturers, exhibits, concerts, films); supervised assigned faculty and adjunct professors.
- **Planning Analyst:** Administered technical support in the development of operational strategic plans for academic and administrative units; writing, editing, and evaluation of major internal and external documents; provided technical support for planning and implementation of University's SACS self-study.
- **Assessment Coordinator:** Collaborated with academic departments to formulate and implement non-standardized senior exit examinations; analyzed student outcomes on proficiency examinations, ETS Academic Profile; conducted test-taking seminars for standardized graduate examinations; interpreted test scores to students.

## WORK HISTORY

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DISSERTATION EDITOR	2010-Present
GEORGIA PERIMETER, CLARKSTON, GA ONLINE HUMANITIES INSTRUCTOR-ENGLISH	2009-2012
ARGOSY UNIVERSITY, SANDY SPRINGS, GA ASSISTANT PROFESSOR, UNIVERSITY EDITOR, DIRECTOR-ACADEMIC RESOURCE CENTER	2007-2010
GEORGIA PERIMETER COLLEGE, CLARKSTON, GA TERM TO TERM INSTRUCTOR-DEPARTMENT OF HUMANITIES	2002-2006
DILLARD UNIVERSITY, NEW ORLEANS, LA ACADEMIC DEAN, OFFICE OF ACADEMIC AFFAIRS ASSOCIATE PROFESSOR-DEPARTMENT OF ENGLISH	2000-2001
CLARK ATLANTA UNIVERSITY, ATLANTA, GA	1990-1999

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## EDUCATION & TRAINING

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**Doctor of Philosophy**, African American Studies, Emory University, Atlanta, GA

**Master of Arts**, Interdisciplinary Studies, Emory University, Atlanta, GA

- Dissertation Title: *James Baldwin and Lorraine Hansberry: Two Black Writers and the Early Civil Rights Movement (1955-1965)*

**Bachelor of Arts**, English, Fairfield University, Fairfield, CT

## PROFESSIONAL DEVELOPMENT & AFFILIATIONS

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Magic of Leadership, 2006  
Georgia Perimeter College – Clarkston, GA

Bradley Fellow, Graduate for Liberal Education, 1997, 1998, 1999  
St. John's College – Santa Fe, NM

Institute in Integrative Studies, School of Interdisciplinary Studies, 1999  
Miami University – Oxford, OH

### Volunteer Work

Host: "One on One," CAU-TV (public access) – Atlanta, GA  
Reader/Rater – Regents Writing Exam – 2005, 2006, 2009  
Reader/Rater – Coca-Cola Scholarship Foundation – 2005, 2006  
Reader/Rater – AP English Literature Exam (College Board) – 2005-2009

## AWARDS & DISTINCTIONS

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CAU/NAACP Image Award – Excellence in Teaching	1998
UNCF/Mellon Faculty Doctoral Fellow (\$30,000)	1995
Patricia Roberts Harris Fellow (\$8,500)	1990
Who's Who in American Colleges and Universities	

### Publications

*Fracturing the Canon: An Interdisciplinary Humanities Reader*  
Forbes Custom Publishing, New York – 1999