

**EDUCATION**

UNIVERSITY OF WASHINGTON, Seattle, WA

***Ph.D. in Composition and Rhetoric***, Expected 2010

Conducts cross-disciplinary work with precision, thus often recognized for excellence, such as winning a *GO-MAP Diversity Fellowship* and *UW Merit Tuition Waiver Award*. Analyzes fields of composition theory, genre studies and popular culture theory to identify effective methods for teaching academic writing to first-year college students. Applies computer-assisted composition pedagogy and writing center theory.

***MA in American Literature*** 2004

Thesis: The Politics of Storytelling: The “*Town-Ho’s Story*” Chapter in *Moby-Dick*

CLAREMONT MCKENNA COLLEGE, Claremont, CA

***BA in Literature and American Studies***, 2000

Earned Departmental Honors in Literature & American Studies as well as Senior Thesis High Honors.

VENTURA COLLEGE, Ventura, CA

***AA in Liberal Studies***, 1997

Awarded a *Mary Guthrie Teaching Scholarship* and the *Harold McFadden Leadership Award*.

**ACADEMIC EXPERIENCE**

BELLEVUE COMMUNITY COLLEGE, Bellevue WA

2008-Present

***Tenure-Track English Faculty***

New position. I plan to teach a variety of courses within the areas of Composition, English, and Film. The courses I am scheduled to teach are:

Introduction to College Writing: Help students develop clear, effective writing skills and emphasize writing as a process. Students will practice writing in a variety of forms and modes.

Research Writing: Instruct students in the development of skills required for writing research papers. Students will learn research techniques, source analysis, thesis development, argumentation styles, and summarizing.

UNIVERSITY OF WASHINGTON, Seattle WA

2002-2008

***Director of the Odegard Writing & Research Center*** (2006-2008)

*Key Accomplishments:*

Increased revenues by writing effective grant proposals, including a \$20,000 technology fee grant and \$1000 in free books and supplies.

Increased student attendance by 340% in 2006-07 and by 173% in 2007-08.

Responsible for transforming the center from a staff of 3 to a staff of 25 and the number of sessions conducted from 1,000 in 2005-06 to 6,050 sessions in 2007-08.

Ensured productive and efficient operations by developing a tutoring methodology and comprehensive tutor training program.

Developed a student-friendly website which provides center service information as well as questions/testimonials, resources, and an online appointment system that organizes student data into a customized database.

Planned, created, and executed a comprehensive marketing campaign.

*Responsibilities:*

Creates a student-centered and participant-oriented environment which assists students from 150+ departments. Utilizes effective methods for instructing students in writing, critical thinking, and research. Works with students to review subject material, identify problem-solving strategies, assess learning and writing styles, and recommend ways to improve their evaluation processes.

**ACADEMIC EXPERIENCE***Continued*

UNIVERSITY OF WASHINGTON

***Director of the Odegaard Writing & Research Center Continued****Responsibilities Continued:*

Presents comprehensive lectures employing solid verbal skills. Compiles workshops for faculty and students covering writing-related topics, including *Working with Multilingual Students*, *Graduate Writing 101*, *How to Avoid Unintentional Plagiarism*, and *Effective Assignment Design*. Further discusses improvement in staff and student competency by collaborating with Library administrators, the Director of Arts & Sciences College Writing Program, and other university administrators.

Directs tutoring functions as well as hires, trains, and supervises a staff of twenty-three. Handles administrative responsibilities, such as managing the budget, scheduling, and completing quarterly reports. Interfaces with library professionals to strategically plan for incorporating research information into the writing and tutorial process.

Member of the Writing Across the Curriculum and Writing Center Administrator's Committee.

***Writing Center Manager & Tutor: Center for Learning and Academic Enrichment (2004-2007)****Key Accomplishments:*

Promoted to Manager from tutor within 12 months of employment.

Recognized for being the most highly-requested tutor by students from all disciplines.

Designed and developed the center's website, training manual, handouts, and marketing material; placed in charge of establishing center rules and procedures.

Selected as the backup Program Director when the official Director was away. Oversaw all administrative and professional actions conducted by tutors and implemented discipline when necessary. Disbursed payroll and secured the building at the end of the night.

*Responsibilities:*

Successfully interfaced with the Director to develop a tutoring methodology. Created effective organizational policies in addition to assisting with the hiring, training, and supervision of all fifteen tutors on staff. Communicated with tutors to monitor rates of success and conducted individual meetings to ensure they were operating effectively in their positions.

***Instructor (2002-2006)***

Taught a variety of courses within the areas of Composition and English. Worked with students to see critical thinking and writing as a process of engagement and re-engagement with a text, idea, or problem through the use of discussion, small group work, peer-editing, and frequent revision. Conducted student conferences and commented on student drafts. Created class listserves and websites, and asked students to post weekly entries to prepare for in-class discussion. The courses I have taught are:

Expository Writing for EOP/SAAS Students: Instructed ESL students, first generation college students and/or students who may be marginalized on the basis of economic, educational, or racial background. Created and implemented lesson plans aimed to ensure each student improved his/her basic reading, writing, research, and vocabulary building skills.

Introduction to Expository Writing: Helped students develop expository, critical, and persuasive essay techniques based on analysis of select readings. Worked with students to develop writing portfolios which reflected their ability to formulate complex academic claims. Examined the social construction of race and gender.

Intermediate Expository Writing: Instructed students in the development of accurate, competent, and effective papers across a variety of disciplines and settings. Taught a section that focused on business writing as well as a section that explored television, literary, and cinematic representations of female power.

**ACADEMIC EXPERIENCE***Continued*

EDMONDS COMMUNITY COLLEGE, Lynnwood, WA

2005-2008

***Instructor***

Teaches a diverse range of students including first-generation college students, re-entry professionals, international students, and Running Start participants. Structures teaching around student needs rather than the demands of a particular concept or text utilizing innovative technology, such as wikis, the internet, discussion boards, online chat rooms, virtual office hours, group conference calls, Jing, Google documents, and in-class collaborative assignments to enhance the learning process. Validates students pre-existing knowledge and abilities to encourage autonomous learning. Designs student-centered assignments to assist in the examination of critical thinking, analysis, information research and writing. Courses taught include:

Elements of Academic Writing: Instructed second language students in paper and paragraph structure as well as grammar, punctuation, and stylistic issues.

Introduction to College Writing: Taught the on-campus, hybrid, and online versions of this course. Instructed students how to closely read and analyze texts, and to write effectively across disciplines. Further, this course challenged students to master the fundamentals of academic writing, including thesis development, organization, quote integration, and MLA-style formatting and citation techniques.

Research Writing: Instructed students on the research writing process. Utilized group work, discussion, lecture, and sequential assignments to help students improve his/her analytical reading, discussion, writing, and research skills. Taught a section focusing on the action genre in film and television.

Introduction to Film: Taught students how to employ basic film terms, understand the fundamentals of film analysis, identify major film theories, and identify the characteristics of a director's style. Students were also taught how to write film analysis papers, make effective oral presentations, and work collaboratively in groups.

Film Genres: Examined cinema as an institution of cultural affirmation and contestation within modern society. Focused on genre films and on genre criticism, specifically on Hollywood films from 1980 through present day in order to highlight how mainstream cinema supports but potentially also challenges dominant ideologies of our society.

MCBRIDE COURT SCHOOL, Ventura, CA

2001

***Instructor***

Worked with youth at a correctional facility within the areas of American History and Literature.

VENTURA COUNTY HIGH SCHOOL DISTRICT, Oxnard, CA

2000-2001

***Substitute Instructor***

Educated high school students based on district curriculum.

VENTURA COMMUNITY COLLEGE, Ventura CA

1997

***Teaching Assistant***

Worked with the English Department Chair. Conducted in-classroom activities, graded student papers and led group discussions.

**RESEARCH & PROFESSIONAL SERVICE**

COLLEGE BOARD, New York, NY

2008

***English Language & Composition AP Reader***

Evaluate and scored the free-response sections of the AP Exams to ensure that students receive AP grades that accurately reflect college-level achievement in the field of language and composition.

**RESEARCH & PROFESSIONAL SERVICE***Continued*

UNIVERSITY OF WASHINGTON, Seattle WA 2007

***Senior Thesis Advisor***

Worked with a student within the Comparative History of Ideas Department, specifically with the topic of female friendship in mainstream African American films. Advised this student while serving as a UW graduate student, a prestigious and selective position.

BUSINESS SCHOOL, University of Washington, Seattle WA 2003-2004

***Conversation Partner***

Assisted international students in improving their verbal communication skills.

UNIVERSITY OF WASHINGTON, Seattle WA 2002

***Reader***

Evaluated and graded course papers for a course entitled *The Contemporary Novel*.

DEPARTMENT OF LITERATURE, Claremont McKenna College, Claremont CA 1999-2000

***Research Assistant***

Collaborated with the Chair of the Literature Department, Robert Faggen, Ph.D., to research 19<sup>th</sup> and 20<sup>th</sup> century American literature and criticism. Also, worked with Nicholas Warner, Ph.D., in compiling comprehensive data regarding intoxication in Russian literature.

CLAREMONT MCKENNA COLLEGE, Claremont CA 1998-2000

***Academic Liaison*** (1999-2000)

Conducted registration for the Dean of Faculty's Office. Prepared department newsletters as well as organized and promoted departmental events.

***Writing Center Peer Tutor*** (1998- 2000)

Reviewed undergraduate academic papers, including formatting, content improvement, and grammar.

COLLEGIATE SCHOOL, New York NY 1999

***Teaching Fellow***

Instructed high school students in American Literature; devised curricula and learning strategies to assess student work.

GURTHRIE TUTORING CENTER, Ventura Community College, Ventura, CA 1997

***Peer Tutor***

Worked with students to achieve their academic goals through independent learning. Assisted disabled students and provided language workshops for international students.

**FILM & TELEVISION****Script Consultant**, Seattle WA & Los Angeles, CA 2002-Present

Edits screenplays and analyzes the work's commercial viability and distribution strategy.

**Producer**, Seattle WA & Los Angeles CA 2002-2007

Produced a variety of short films and performed administrative functions, including budgeting, hiring of staff and crew, and scheduling. Further, oversaw all legal and contractual matters.

**FILM & TELEVISION***Continued*

- Producer & Development Executive**, Tacoma WA 2003-2007  
 Dead Gentlemen Productions  
 Produces feature-length films and employs state-of-the-art technology to raise production value. Raises funds as demonstrated by acquiring \$17,000 in product placement and anticipated million-dollar return on the company's latest feature film. Recruits and hires staff as well as certifies the final production budget on all feature productions. Directs all departments. Ensures financial viability by managing marketing, such as acquiring television and newspaper press, creating behind-the-scenes featurettes, teaser posters, and promotional websites.
- Associate Producer/Segment Producer**, North Hollywood CA 2004-2005  
*Strictly Sex with Dr. Drew*  
 Wrote short-form and interview content as well as contributed story ideas.
- Project Coordinator**, Seattle WA 2001-2003  
 TheWarrenReport  
 Increased revenues through the execution of a complete website overhaul, internship program, and membership drive. Coordinated multiple film-related projects.
- Owner & Moderator**, Seattle WA 2001-2002  
 Film\_Info eNewsletter  
 Devised a 2000+ member film e-newsletter detailing seminars, festivals, free movie screenings as well as meet and greets. Coordinated with publicists/publicity firms such as Nancy Locke, Allied McDonald Entertainment, and Terry Hines and Associates to market and publicize select screenings.
- Development Executive Assistant**, Universal City, CA 1999-2001  
 SciFi Channel  
 Selected from 400+ applicants. Participated in writer meetings, show pitches, story pitches, and conference calls.
- Production Intern**, North Hollywood, CA 1999  
 Weller/Grossman Productions

**COMMUNITY SERVICE**

- Moderator, Writing Center Administrators Online Discussion Board, 2008-Present  
 Moderator, Writing Center Administrators Listserve, 2008-Present  
 Reviewer, Library Research Award for Undergraduates, 2007-2008  
 Writing Across the Curriculum Five Year Plan Sub-Committee, 2007  
 Chair, Writing Center Administrators Tutor Training Committee, 2006-2007  
 Odegaard Undergraduate Library Walk-In Workshops Committee, 2006  
 Writing Across the Curriculum Committee, 2006-Present  
 Writing Center Administrators Committee, 2005-Present  
 Moderator, Film Colloquium Listserve, 2003-2005  
 Moderator, English Graduate Listserve, 2003-Present  
 Student Chair, CMC Faculty Curriculum Committee, 1999-2000  
 Co-Chair, Associated Students of CMC Academic Affairs Committee, 1998-1999  
 Vice President, Associated Students of Ventura College, 1997  
 Vice President, Alpha Gamma Sigma Honor Society, 1997  
 Student Chair, Ventura College Curriculum Committee, 1996-1997

**PROFESSIONAL AFFILIATIONS**

Academy of Motion Picture Arts and Sciences  
 American Literature Association  
 American Studies Association  
 Cinema Seattle  
 Independent Film Project  
 International Writing Centers Association  
 Melville Society  
 Modern Language Association of America  
 Northwest Screenwriters Guild  
 Pacific Northwest Writing Centers Association  
 Women in Film

**PRESENTATIONS**

- *Writing Centers: The Hidden Curriculum*, Symposium on Teaching and Learning, University of Washington, 2008
- *Working with Multilingual Students: Reinforcing Learning Through the Use of Metaphors and Images*, Pacific Northwest Writing Center Conference, Everett WA, 2008
- *WAC and Writing Centers: Working Together in Collaboration*, University of Washington 4x4 Program, Seattle WA, 2008
- *Careers in Writing & Editing*, University of Washington Career Fair, Seattle WA, 2008
- *The Logline Tells Your Story*, Screenwriters Salon, Seattle WA, 2008
- *Centering Our Writing Instruction Across the Curriculum: Creative Ways to Work Campus Writing Centers into Course Assignments and Student Assessments*, panelist, University of Washington, Seattle WA, 2008.
- *Research Writing 101*, English Department, University of Washington, Seattle WA, 2007.
- *Helping Students Do the Right Thing: Preventing Plagiarism Through Effective Assignment Design*, Faculty Teaching Academy, University of Washington, Seattle WA, 2007-2008.
- *Hollywood or Bust*, Screenwriter's Salon, Seattle WA, 2007.
- *Graduate Writing 101*, University of Washington, Odegaard Writing Center Workshop, 2007.
- *Working With ESL Students*, OWRC & CLUE Tutor Training Workshop, University of Washington, 2007-08.
- *Do I Have To Cite This? Avoiding Unintentional Plagiarism*, University of Washington, Learn@Odegaard Workshop, 2006-2008.
- *Teacher/Screenwriter Q & A*, Screenwriters Salon, Seattle WA, 2006.
- *Writing Worlds: A Panel Discussion on Writing Across Disciplines*, Practical Pedagogy Consortium, Seattle WA, 2005.
- *Risky Business: How to Obtain an Internship in the Entertainment Industry*, University of Washington Career Fair, Seattle WA, 2005.
- *Careers in the Entertainment Industry*, University of Washington Career Fair, Seattle WA, 2004-2007
- *The Politics of Storytelling: The Town-Ho's Story Chapter in Moby-Dick*, oral paper, American Studies Colloquium, Seattle WA, 2004.
- *Barbie: We Girls Can Do Anything*, oral paper, American Studies Conference, Claremont, CA, 2002.
- *Doubloon as Symbol*, oral paper, American Studies Conference, Claremont, CA, 2000.
- *Resume and Cover Letter Workshop*, Claremont McKenna College, Claremont CA, 2000.

**GRANT PROPOSALS**

Secured a \$20,000 technology grant on behalf of the Odegaard Writing & Research Center.  
 Obtained a \$3000 Community Service Grant, Habitat for Humanity.

**CERTIFICATION & SPECIAL TRAINING**

EDMONDS COMMUNITY COLLEGE, Lynnwood, WA  
*Online Teaching & Learning Institute*, 2006-2007

THEFILMSCHOOL, Seattle, WA  
*Certificate in Screenwriting*, 2004

VENTURA COMMUNITY COLLEGE, Ventura CA  
*Certificate in Tutoring Learning Disabled Students*, 1997

**COMPUTER SKILLS**

Windows, Mac OS, Microsoft Office, Adobe Photoshop, Camtasia, Audacity, Macromedia MX, Final Draft, DixX & Adobe. Experienced in website construction and design.

**LANGUAGE PROFICIENCIES**

Conversant in Spanish.