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## EDUCATION

- Graduate Certificate in Research Methods** 2007  
University of South Florida
- D.M.A in Music Composition & Theory** 2002  
University of Miami  
*Dissertation: "Res Ipsa Loquitur: A Composition in Three Movements for Piano Quintet Utilizing Audience Interaction Through a Composer-Developed Web Site"*
- M.M. in Composition & Theory** 1999  
University of South Florida  
*Thesis: "NAYSTEN for Orchestra"*
- B.A. in English, Magna Cum Laude** 1996  
University of South Florida  
*Thesis: "Deconstructing the Modern Short Novel"*
- B.M.E. in Music Education** 1992-1995  
Stetson University (transferred)  
*Minors: Biology, English*
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## EMPLOYMENT

- Department of Humanities and Cultural Studies, University of South Florida, College of Arts & Sciences**  
Instructor 2014-present  
Primary responsibility is the instruction of HUM 1020 "Introduction to Humanities" and HUM/AMS 4940 "Undergraduate Internship". Also serve as Undergraduate Director
- Department of Humanities and Cultural Studies, University of South Florida, College of Arts & Sciences**  
Adjunct Faculty 2013-2014  
Primary responsibility is the instruction of HUM 1020 "Introduction to Humanities" and HUM/AMS 4940 "Undergraduate Internship"
- Department of Humanities and Cultural Studies, University of South Florida, College of Arts & Sciences**  
Internship Coordinator 2013-current

Primary responsibility is for all interns in this academic department. Identify and recruit potential internship sponsors from community agencies and organizations. Establish and maintain community engagement initiatives with internship sponsors. Prepare syllabi, conduct internship orientation, and monitor academic course progress for interns. Create and maintain internship foundation account.

**Office of Graduate and Undergraduate Studies, University of South Florida, College of Arts & Sciences**

University Experience Instructor/Academic Advisor 2009-current  
 For Humanities & Cultural Studies (2/2013), Religious Studies, Sociology  
 (3/2013), Philosophy, and Women’s & Gender Studies

Primary responsibility is for all majors and minors within three departments using the ability to organize, prioritize, and allocate tasks and resources to meet the needs of students. Extensive knowledge about academic programs, policies, procedures, and student support services are required. Teach multiple sections of University Experience to various student populations.

- Recommend academic career plans based upon student needs
- Communicate with students through individual interviews, and group meetings and workshops
- Collaborate with various student services personnel, faculty members, and university administrators to develop curriculum goals
- Propose applicable University and local scholarships opportunities to students and faculty members
- Supervise graduate students earning an administration assistantship
- Advise students concerning their academic progress, academic schedule, choice of major, and other academic activities and career goals, to assist the student in making decisions concerning personal educational goals leading to graduation

**Department of Women’s and Gender Studies, University of South Florida, College of Arts & Sciences**

Adjunct Faculty 2012-2013  
 Primary responsibility was the instruction of WST 3015 “Intro to Women’s Studies” and WST 4940 “Undergraduate Internship”

Internship Coordinator 2012-2013  
 Primary responsibility was for all interns in this academic department. Identified and recruited potential internship sponsors from community agencies and organizations. Established and maintained community engagement initiatives with internship sponsors. Prepared syllabi, conducted internship orientation, and monitored academic course progress for interns.

**South Florida Educational Consulting**

Private Educational and Testing Consultant 2008-2009  
 Primary responsibility was for project planning and development for private corporations and non-profits on an as-needed, contractual basis.

- Evaluated training needs and guide the development of training materials

- Conducted “train the trainer” workshops
- Identified possible funding sources and write grant/contract proposals
- Created data-base for tracking donor/prospect and student information
- Reviewed current curricula guides and suggest refinements
- Re-designed training curricula for web-based learning
- Provided independent evaluation of instructional modules
- Developed plans for professional development via distance learning

**Institute for Instructional Research and Practice (IIRP)**, University of South Florida,  
College of Education

Test Development Administrator and Program Coordinator 2006-2008

Primary responsibility was for project management of all aspects of the full re-development of the Florida Educational Leadership Examination (FELE) as part of a FLDOE contract; managed all aspects of every test development meeting for the FELE and the Florida Teacher Certification Examination (FTCE) as part of a FLDOE contract.

- Coordinated and facilitated test development meetings, including those off-site or via the web
- Recommended and created test development policies and procedures consistent with research-based best practices and State of Florida regulations for educator certification examinations
- Communicated with item bankers, editors, and psychometricians to ensure item banks are reviewed, draft test forms are reviewed, passing scores are established, meetings are facilitated and all documents are prepared using established procedures
- Collaborated on team converting paper-and-pencil examinations to computer-based testing

**Academic Resource Center**, University of Miami

Director of Freshman Programs; UMX Department Chair 2003-2005

Primary responsibility was for a centralized, university-wide unit serving students. As part of the services offered through the Academic Resource Center, the University of Miami Experience (UMX) program offers freshmen, sophomores, and transfer students a distinctive opportunity for positive adjustment to UM and higher education.

- Authored two (2) custom textbooks published for UMX department
- Re-designed the University Experience curriculum to include more critical thinking and problem solving with a discipline-specific focus, as well as to design the experience around UM resources, opportunities, and networking
- Initiated inaugural UMX program for international students
- Stewarded a 51% increase in enrollment
- Department chair for forty-five (45) sections, ten (10) unique UMX courses
- Led and developed faculty recruiting, selecting, and hiring activities to ensure that faculty members meet requirements and have the appropriate academic and professional background

Associate Director 2003-2005

Primary responsibility was for nine (9) centralized, university-wide units serving students. Academic support units included peer and on-line tutoring, advanced

academic methods in study skills education, math support, academic resource workshops, supplemental instruction, academic success counseling, and recommending appropriate academic scholarships. In addition to academic supports, Accessibility Resources provided documentation review, faculty support and classroom auxiliary aids and services for students with documented disabilities. These duties were handled either as a direct responsibility or as an indirect responsibility in lieu of the Director.

- Revised and upgraded Tutor Training to include CLRA Advance Tutoring Certificate
- Created and directed ASC (Academic Success Counseling) program for international students
- Identified, researched, developed, and wrote grant proposals appropriate for the Center
- Implemented an automated system for collecting student data regarding services sought and satisfaction
- Led, developed, and coordinated the University-wide “Academic Resource Workshop” series
- Represented the center and the University in interactions with the public, university officials, government agencies, accrediting councils, and professional membership organizations
- Served as liaison to Honors Program in identifying students who may qualify for high-profile scholarships
- Planned and implemented multiple web-based process to assist with test-taking and note-taking for Accessibility Resources

### **Department of College-Prep, Miami-Dade College**

Adjunct Instructor

2004-2005

Primary responsibility was the instruction of two (2) courses in the College Prep Department.

- Evaluated and graded examinations, assignments, and papers, and record grades.
- Led tutorials for international students
- Prepared students for upcoming placement exam
- Developed teaching materials such as syllabi, visual aids, answer keys, supplementary notes, and course websites
- Scheduled and maintained regular office hours to meet with students
- Worked with Department Chair to revise syllabus to best meet the needs of students

### **Civic Chorale of Greater Miami, Inc.**

Executive Director

2002-2003

Primary responsibilities included: Implement the strategic and annual operating plans of the organization as directed and approved by the Board. This included developing, overseeing and evaluating finances, philanthropy, marketing and publicity as well as managing outreach and education activities, attending rehearsals, concerts and special events, and providing general supervision of all administrative tasks and personnel functions (including paid staff and volunteers).

- Contracted and provided liaison with guest conductors, artists and ensembles

- Supervised ticket sales campaigns, including marketing campaigns, and box office responsibilities
- Prepared grant, contribution and sponsorship applications to foundations, corporations, state and federal agencies
- Provided budget recommendations to the Board for all production and administrative functions
- Coordinated recruitment, selection and hiring of all administrative staff positions (and/or obtains volunteers from singer group)

**Frost School of Music, University of Miami**

Grant Writer

2000-2002

Primary responsibilities included: Assist the administration, faculty, and staff in seeking, writing, and managing funding opportunities to support School/University goals and programs.

- Coordinated and led the activities of a grant/loan program
- Conducted interdepartmental meetings to identify and prioritize project needs, coordinate and research grant preparation assignments.
- Wrote or assisted project managers in writing applications
- Provided timely advice and information on funding opportunities, requirements and procedures; collaborates in defining and implementing project funding strategies
- Served as liaison between the school/university, LEAs, funding agencies and groups

**Frost School of Music, University of Miami**

Teaching Assistant &amp; Course Instructor

1999-2002

Primary responsibility was to teach three (3) courses per semester of undergraduate music theory, sight-singing, and/or ear training.

- Evaluated and graded examinations, assignments, and papers, and record grades.
- Led tutorials
- Taught undergraduate level courses
- Developed teaching materials such as syllabi, visual aids, answer keys, supplementary notes, and course websites
- Revised undergraduate theory curriculum as a special project under the supervision of department chair
- Created web-based theory tutorials and drills

**Seven Springs Middle School, New Port Richey, FL**

Teacher

1996-1999

- Developed curriculum for Critical Thinking and Performing Arts courses. Taught Critical Thinking, chorus, music theory, music appreciation, steel drum band, piano, and guitar.

## OTHER COMMUNITY EMPLOYMENT

### **The Florida Orchestra, Tampa, FL**

Music Editor and Copyist 1998-1999

Primary responsibility was to prepare edited musical manuscripts for performance and publication, and to create performance-ready, quality parts.

- Reviewed hand-edited original musical manuscripts, and entered printed copy into a computerized music copy program
- Created full musical scores and accompanying instrumental and/or vocal parts to be used for performance
- Communicated, as required, with composer regarding specific musical markings and/or notations
- Ensured accuracy and clarity of presentation and format for publishing purposes
- Ensured compliance with completion dates for each composition

### **Arts in Motion, Inc. (AIM), Dade City, FL**

President and Executive Director 1997-1998

AIM is a non-profit organization that seeks to promote participation in and appreciation of dance, fine arts, and dramatic arts for K-12 students.

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## COURSES TAUGHT

### **AMS/HUM 4940 – Undergraduate –Humanities & Cultural Studies Internship**

University of South Florida 2013-current

### **HUM 1020 – Undergraduate –Introduction to Humanities**

University of South Florida 2013-current

### **WST 4940 – Undergraduate –Women’s and Gender Studies Internship**

University of South Florida 2012-2013

### **WST 3015 – Undergraduate – Introduction to Women’s and Gender Studies**

University of South Florida 2012-2013

### **SLS 1101 – University Experience**

University of South Florida 2010-2011

*Course designed to promote a positive adjustment to University life with approaches to learning and developing enhanced critical thinking skills.*

### **UMX 101 – University Experience**

University of Miami (Department Head) 2003-2005

*Course designed to promote a positive adjustment to University life with approaches to learning and developing enhanced critical thinking skills.*

**ENC 0021 – College Prep Writing**

Miami-Dade College (Adjunct Instructor) 2003-2004  
*College preparatory writing course that addresses effective sentence, paragraph and essay development using Standard English.*

**REA 0003 – College Prep Reading**

Miami-Dade College (Adjunct Instructor) 2003-2004  
*College preparatory reading course that improves vocabulary skills, literal and critical comprehension skills, and successful reading strategies.*

**MTC 111, 112, 211, 212 – Undergraduate – Core Written Theory Sequence**

University of Miami (Instructor) 1999-2002

**MTC 121, 122, 221, 222 – Undergraduate – Core Aural Theory Sequence**

University of Miami (Instructor) 1999-2002

**MTC 110 – Undergraduate – Introduction to Music Theory**

University of Miami (Instructor) 2001

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**PUBLICATIONS****Books:**

*Audience as Composer: Using Computers to Engage Listeners,* 2008  
 VDM-Verlag Publishing

*UMX: The Ultimate University Experience,* Pearson Prentice Hall 2005

*FEX: Freshman Experience,* Houghton-Mifflin 2004

**Articles, Book Chapters, Online Resources:**

Author/ Curator of *MyHumanities Lab*, Pearson Prentice Hall contract accepted

“History of LGBT Civil Rights in Utah,” *Proud Heritage: People, Issues, and Documents of the LGBT Experience,* in press  
 ABC-CLIO Publishing.

“History of Mormonism’s Impact of LGBT Issues,” *Proud Heritage: People, Issues, and Documents of the LGBT Experience,* in press  
 ABC-CLIO Publishing.

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“Applying Choice Theory to Academic Advising,” <i>The Mentor</i> , March 26, 2014	2014
“Graduate School Search Strategies,” <i>Career Development for Today: A Holistic and Inclusive Approach</i> , Pearson Publishing	2013
Book review of James Inman’s “Computers and Writing: The Cyborg Era,” <i>College Composition and Communication</i> , vol. 59, no. 4	2008
“Student Engagement and Academic Advising: Utilizing NSSE Data,” <i>The Mentor</i> , vol. 8, no. 2	2006
“When the Rains Come and Go: Analysis and Composition for Flute Octet,” <i>A Guidebook to Flute Choir Literature</i> , ed. Carol Noe (Dubuque, IA: Kendall/Hunt Publishing)	1996

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## PRESENTATIONS & RESEARCH

“HUM 1020: Engaging Students Through Curriculum Change” Florida Humanities Forum	2014
“Conference Proposal Writing 101” Council for Academic Advising Professional Development Workshop, Annual Conference	2013
“Not Your Grandma’s Presentation: Using Prezi to Engage Your Audience” National Academic Advising Association, National Conference	2012
“Prezi: Student Engagement Through Dynamic Web-Based Presentations” First-Year Experience, International Conference	2012
“Happy Students: Applying Choice Theory to Teaching and Advising” National Academic Advising Association, National Conference	2011
“Using National Data Sources to Empower Students and Advisors,” National Academic Advising Association, Region 4 Conference	2011
“The Relationship between SAT Scores and Success on Music Teacher Certification Examinations in the State of Florida,” Institute for Instructional Research and Practice Annual Workshop	2007
“A Regression Model of FTIC Students Using SAT-V Scores, High School GPA, and College Final GPA,” Higher Education Research Symposium	2007



“The Strength of the Linear Relationship between SAT-V Score and Undergraduate GPA of College of Education Majors,” Higher Education Research Symposium	2006
“A revolving door of curricula: multiple iterations of a first-year transition course,” International Conference on the First-Year Experience	2005
“Academic Expectations: A Guide for International Students at a Research I Institution,” Annual Meeting of the International Student Scholar Services	2004
“Survey of High School-to-College Transition Programs in Post-Secondary Institutions,” International Conference on the First-Year Experience	2004
“Roundtable: The Future of Higher Education for Hispanic Students in Music,” Annual Meeting of the Hispanic Scholarship Fund	2003
“Three Short Pieces for Adelina,” Region IV, Society of Composers, Inc.	2001
“Mass Age,” Region I, Society of Composers, Inc.	2001

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## **SERVICE & RECENT AWARDS**

Undergraduate Research Fellowship Director (Kozak, DeCecco, Wischnewski)	2014
Faculty advisor, Students for a Democratic Society	2013-present
NACADA Outstanding Advising Primary Role, Certificate of Merit, National Level	2013
Honors Thesis Committee Member (Lawrie)	2013
USF PRIDE Award for Outstanding Contributions to the LGBT Community	2013
Undergraduate Research Fellowship Director (King, DeVita, Preston)	2013
USF Outstanding Undergraduate Advising Award	2012
Faculty advisor, Spiritual Youth for Reproductive Freedom	2012-present
Faculty advisor, VOX Planned Parenthood	2012-present
Faculty advisor, Transgender Student Union	2011-present
Academic Regulations Committee—College of Arts & Sciences	2011-present
Department of Religious Studies—Undergraduate Committee	2011-present

National Academic Advising Association (NACADA)—LGBTQ Concerns Committee	2011-present
School of Humanities—USF Advising Committee	2010-present
School of Social Sciences—USF Advising Committee	2010-present
CAS Professional Development Committee	2010-2012
Faculty Advisor, University of Miami Circle K	2004-2005
Career Consortium Committee	2004-2005
Athletic Academic Captains Committee	2004-2005
Supporting Student Success Committee	2003-2005
Enrollment Management Committee	2002-2005
Graduate Activity Fee Allocation Committee, Chair	1999-2002
University of Miami Society of Composers, President	1999-2001

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## OTHER PROFESSIONAL DEVELOPMENT

<b>University of South Florida</b> Innovative Education: High Impact Course Conversion Cohort	2014
<b>University of South Florida</b> MLK Heritage Conference	2013
<b>University of South Florida</b> Student Success Conference	2012
<b>University of South Florida</b> Global Diversity Summit	2011
<b>University of South Florida</b> Interaction Management Series: Essentials of Leadership	2007
<b>National Academic Advising Association</b> Assessment of Academic Advising Institute	2005

<b>University of Miami</b>	2004
CompTia A+, Hardware and Software Operating Systems Certification	
<b>Educational Policy Institute</b>	2004
Frameworks for Strategic Enrollment Management	
<b>National Resource Center for the First-Year Experience</b>	2004
Summer Institute of First-Year Assessment	
<b>American College Testing (ACT)</b>	2004
Institutional Effectiveness Workshop	
<b>University of Miami</b>	2004
Instructional Technology Workshop: Camtasia Studio	
<b>University of Miami</b>	2003
Instructional Technology Workshop: Kurzweil Adaptive Technology	
<b>University of Miami</b>	2003
Sponsored Programs Administration	

#### **OTHER PROFESSIONAL EXPERIENCE**

<b>Pearson Prentice Hall</b>	current
Reviewer for book editions in the areas first-year transitions, student success, humanities, and the arts	
<b>Pearson Prentice Hall</b>	2004-2005
Reviewer for book proposals in the areas of music theory, music education, and musicology	
<b>Houghton-Mifflin</b>	2003-2009
Reviewer for book proposals in the area of student engagement	
<b>Florida Orchestra</b>	1998-1999
Music Editor and Copyist	
<b>Southern Association of Colleges and Schools (SACS)</b>	1998
Secondary Accreditation Reviewer	

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