

## EDUCATION

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**MFA, Rosemont College** (Rosemont, PA) 4.0 GPA **May 2010**

- Thesis of Distinction, Presidential Medal winner, and recipient of the Sister Mary Anthony Weinig, SHCJ Creative Writing Award

**AB, Bowdoin College** (Brunswick, ME) **May 1987**

- *Psychology major: History minor*

## ADMINISTRATIVE EXPERIENCE

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**Drexel University** (Philadelphia, PA) **2016 – Present**

**Associate Dean (Graduate College)** **2022-Present**

**Assistant Dean (Graduate College)** **2020-2022**

- Manage and oversee **academic administration** team in the College responsible for:
  - Graduate Professional and Faculty Advisor monthly meetings to provide training, support, identify trends, introduce new policies, and professional development
  - Coordination of graduate registrar functions for over 7K graduate students
  - Administration of student awards and fellowships processes and disbursements, fellowships
  - Serve as a resource for academic units seeking to develop new academic programming, specifically - BS/MS, certificates, interdisciplinary certificates and graduate minors, including FFA eligibility
  - Work and collaborate with academic unit representatives to revise and draft policies relating graduate students
- Devised and led the College **strategic planning** process to align with the University strategic plan, and responsible for implementing the various action items and co-led a staff retreat to launch the strategic plan initiatives
- Revamped University Council of Graduate Affairs meetings to shift from reports to active discussion around successes and challenges, lead the monthly meetings
- Oversee the **holistic support of graduate students** to enhance the student experience:
  - Consult and collaborate with academic and service units to make decisions on graduate student appeal cases, provide insight into trends or potential recurring issues, DEI, advising, retention, etc.
  - Developed and launched the *Doctoral Road to Success* – Blackboard Learn shells designed to support new doctoral students and re-orient doctoral students entering their third year, including resources for both minoritized students and those who want to support minoritized students
  - Collaborate with team members to offer professional development, wellness, onboarding and other programming, including the newly launched Non-credit College Teaching Certificate
  - Oversaw the completion of the Doctoral Handbook

**Associate Teaching Professor (Communication Dept., College of Arts & Sciences) 2022 – Present**

- Teach graduate and undergraduate students
- Collaborate with program administration on student issues, etc.

**Assistant Clinical Professor & Department Head (Goodwin College) 2017-2022**

- Developed and launched the MS in Nonprofit Management (NPM) program(s), mapped to University Learning Priorities (DLSPs). Continue to make curricular decisions, recruit, make admissions decisions, and assess the programmatic outcomes
- Established the *Nonprofit Network* to help West Philadelphia residents grow sustainable nonprofits through workshops and information sessions
- Worked with the dean to establish the annual budget, including the forecasting of net tuition revenue. Managed department budget, including grant monies
- Manage a faculty pool of up to 12 to ensure students receive engaging, challenging, and supportive online educational experience, includes hiring and onboarding
- Re-development and managed the MS in Project Management program(s) through the transition to Goodwin and then to the LeBow College of Business
- Collaborating with the Senior Vice Provost of University and Community Partnerships to oversee three Nina Henderson Fellows to conduct a landscape study of nonprofit and civic engagement activities at the University
- Established the college's curriculum committee and served as chair for 4 years
- Served as a Liberty Scholars Mentor

**Director of Graduate Studies at Goodwin College 2016 - 2017**

- Revised MS in Professional Studies Program focusing on soft skills: critical thinking, intercultural awareness, ethics, strategic planning, writing, and persuasion and developed a Graduate Minor
- Re-envisioned the First Year Exploratory (FYES) career exploration course to meet the needs of the students
- Hired and managed subject matter experts and adjunct faculty to teach online in the MS in Professional Studies Program
- Responsible for college- and programmatic-level assessment including data collection, analysis, and reporting

**Mandela Washington Fellowship**

**Leadership Coach**

**2021**

- Worked directly with three fellows to guide them in developing an action plan and goals for their focus projects as they relate to their fields of interest

**Academic Director (Mandela Washington Fellowship) & Grant PI**

**2018 – 2020**

- Developed the curriculum for the 6-week civic engagement leadership program and hired faculty across the University to provide academic and leadership sessions
- Wrote the grant and served as PI for the State Department Funded grant (over \$500K)
- Collaborated with IREX staff, state and local representatives and officials to attend functions and support the Fellows in the area of civic engagement

- Managed logistics and plan cultural excursions, including overnight trip to New York, and day trips to Washington, DC (2x), Lancaster Co, PA, Ocean City, NJ, and Philadelphia, including collaboration with other university MWF programs

**Rosemont College (Rosemont, PA)**

**2010-2016**

**Director, Graduate Publishing Program**

**December 2012 – March 2016**

- Developed programmatic changes to reflect industry trends – 2 new concentrations: Children’s & YA and The Business of Publishing - attracting international students and students throughout the US
- Collaborated with the MFA Director to develop the Double Degree (MA in Publishing and MFA in Creative Writing), develop and launch the student-run literary magazine, *The Rathalla Review* and continue to serve as a faculty advisor, and establish the MFA/Publishing Fund to support student activities, conference support, etc. (raised in excess of \$60K in first year)
- Created and chaired the Graduate College of Professional Studies curriculum committee
- Drafted programmatic and concentration-level academic outcomes, including specific indicator and programmatic rubrics to assess academic effectiveness
- Manage a part-time faculty of 15, including providing professional development
- Cultivated industry relationships to provide networking and internship opportunities for students (Philadelphia area and regionally to include New York City)
- Planned and orchestrated more than 8 events annually to bring industry professionals to campus, recognize student and alumni work, and promote the program

**Interim Director, Graduate Publishing Program**

**April 2012-December 2012**

**Program Advisor, Graduate Publishing Program**

**2010-2011**

**Graduate Teaching Assistant**

**2009-2010**

**TEACHING EXPERIENCE**

Graduate Courses

- Organizational Communication in Project Management 2022
- Regional Volunteer Experience\* 2020, 2021
- Personal Leadership Trajectory\* 2019, 2020
- Capstone I & II\* 2019, 2020
- Program Evaluation\* 2018, 2019, 2020
- Writing for Nonprofits\* 2018, 2019, 2021, 2022
- Communications for Professionals\* 2017, 2018, 2019
- Applied Project E-Learning Leadership I\* 2016
- Applied Project E-Learning Leadership II\* 2017
- Publishing Overview 2012
- Operating & Maintaining a Small Press ^ 2014, 2015
- Writing Across the Publishing Industry 2012, 2013, 2015
- Editing Novel-Length Fiction 2015
- YA Genre Study 2013, 2015
- Exploring the Middle Grade Novel 2014, 2016
- Publishing Picture Books \* 2015
- Library & School Publishing \* 2013, 2014

- Writing for Children & Young Adults (MFA Program) 2014
- Thesis (publishing and creative writing) 2012-2016

*\*classes taught online*

*^ hybrid or innovative course delivery*

#### Undergraduate Courses

- Career Planning & Exploration (FYES Program) ^ 2018
- Fundamentals of College Writing 2011, 2012
- Writing Seminar I 2010-2012
- Introduction to Creative Nonfiction 2013
- College Reading & Study Skills 2011, 2012
- Essentials of Reading, Writing, and Study Skills 2010, 2011
- Writing Across the Publishing Industry 2012, 2013, 2015
- Fundamentals of College Writing 2010, 2011

#### Accelerated Undergraduate Courses

- Basic College Writing I 2009, 2010
- Research Writing 2009, 2010

*Courses taught at **Drexel University, Rosemont College, and Philadelphia University***

### **COMMITTEE EXPERIENCE**

#### **Drexel University (Philadelphia, PA)**

- Drexel 2030 Designing the Future (Strategic Plan) June 2021- Present
  - Graduate Education Subcommittee
  - Tuition and Pricing Subcommittee
- Fall 2020 Task Force May 2020
  - Academics Subcommittee
- Peer2Peer Network (assisting peers in online teaching) 2020-2022
- Graduate Enrollment Leaders 2020-2021
- Middle States Steering Committee 2019-2022
  - Co-Chair – Standard Five 2019-2022
- University Council on Graduate Affairs 2016-Present
  - Graduate Awards sub-committee 2017-Present
    - Committee Chair 2018-Present
    - Blue & Gold Fellowships Chair 2021- Present
  - Academic Affairs 2019-Present
  - Grade Appeal Sub-committee 2018-2020
- Assessment Liaison Council 2017-Present
- Assessment Software Evaluation Committee 2016-2018
  - Sub-committee: Software Adoptions - Chair 2018-2020
- Faculty Committee on Civic Engagement 2016-2018
  - Subcommittee Online Civic Engagement 2018-Present
- Senate Committee on Academic Affairs 2018

- Graduate Academic Affairs Sub-committee 2018
- Ex-officio 2020-Present
- Search Committees
  - Communications Manager 2016, 2018
  - Director FYES Program 2018
  - Director, Continuing & Professional Education 2016

**Rosemont College (Rosemont, PA)**

- Curriculum Committee, Chair 2013-2016
- Middle States Periodic Review Committee
  - Mission and Governance Work Group 2015-2016
- Mission and Ministry Action Committee 2014-2016
- Strategic Planning Committee
  - Academic Work Group 2013-2014
  - Post Graduate Success Work Group 2014
- Search Committees
  - Director, Online Education - Chair 2015
  - Director, Criminal Justice 2014
  - Director, MFA program 2009

**Philadelphia University (Philadelphia, PA)**

- First Year Writing Awards Committee 2012

**OTHER RELATED PROFESSIONAL EXPERIENCE**

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<b>West Philadelphia Alliance for Children (WePAC)</b>	<b>Fall 2019</b>
<i>Executive Board Member (Secretary)</i>	January 2020 - Present
<i>Chair of the Development Committee</i>	Fall 2019 – January 2022
<i>Chair of the Strategic Planning Committee</i>	January 2022 – Present

**Bowdoin College (Brunswick, ME)**

- 35<sup>th</sup> Reunion Committee** **2021- Present**
  - Collaborating with fellow alumni to plan our 35<sup>th</sup> reunion, responsible for soliciting donations from list of fellow alumni.
- 15<sup>th</sup> Reunion Chair** **2002**
  - Managed a volunteer staff of 20 to plan and orchestrate the 15<sup>th</sup> reunion and collaborated with Development Office to identify potential donors
- **Capital Campaign Volunteer** **1995 - 2005**
  - Solicited major gifts donors as identified by the College Development Office
- Psychology Department Tutor** **1986 - 1987**
  - Appointed by the Psychology Department to tutor “at risk” students in the Introduction to Psychology class
- **Phon-a-thon Volunteer** **1986**

**Berwick Academy (South Berwick, ME)**

- Board of Overseers** **1998 - 2000**

- Assisted in developing the first planned giving opportunity (now called the Chadborne-Thompson Society)
- Development Volunteer** 1992 - 1993  
**Class Agent** 1987 - 1992

**The Long Ridge School (Stamford, CT) 1994 – 1996**

**Director of Development**

- Managed Annual Fund, semi-annual phone-a-thons, volunteer staff, and alumni network. Wrote numerous successful grant proposals and comprehensive fundraising literature distributed to current parents, alumni, local organizations, and media outlets
- Managed fundraising events including annual silent and live auction, parent events, and book fair, raising more than \$500K annually

**PUBLISHING HISTORY**

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- Book Chapter, *“The Interpersonal Skills Needed to Engage and Grow In Today’s Changing Workplace”* BlackBaud/sgEngage October 2020
  - *“Empathy – A Missing Link in Healthcare” Professional Formation* (Peer Review) December 2019
  - Chapter *“American Idol of Assessment: The External Reviewer”* 2018 Conference Proceedings Book, Drexel University September 2019
  - *“5 Skills You Need for a Career in Nonprofits” CareerMetis.com* July 2018
  - *“Albee,”* anthologized in *50 Over 50*, PS Books January 2016
  - *“Preserving His Wife”* anthologized in *Another Breath*, PS Books December 2014
  - *“Albee,” The Midwest Coast Review* February 2012
  - *“He Couldn’t Remember a Single Prayer,” Fiction365* December 2011
  - *“Capabilities,” Post Card Shorts* October 2011
  - *“Preserving His Wife,” The Medulla Review* July 2010
  - *“Poor Donna,” Memoirs of Meanness (An Anthology)*, Pergola Publishing Spring 2009
  - *“A Time to Focus on Me,” Sibyl Magazine* Winter 2007
  - *“Let There Be Peace on Earth,” Sibyl Magazine* Fall 2007

**INTERVIEWS & PRESENTATIONS & READINGS**

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- **Annual Pharmacology & Physiology Retreat** December 2033  
*Time Management & Conflict Resolution (co-led w/Elisabeth Van Bockstaele)*
  - **Princeton Community Works Conference** January 2022  
*Team Building: Creating a Climate of Inclusion, Respect, and Appreciation*
  - **Association of Independent Schools New England** January 2022
    - Present to Heads of School on adaptability at annual retreat
  - **Keynote Speaker – Drexel University Memorial Day Primer** May 2021
    - Read excerpt from WWII novel-in-progress
  - **Panel Discussion – Drexel University – Graduate College** April 2021  
*Problem Solving with Mentors: How and When to Ask for Help*
  - **Moderator – Pennoni Honors College Panel Series** March 2021  
*Covid-19 & the “She”-cession*
  - **SHRM, Philadelphia Chamber, and Philadelphia Port Authority** January 2021

*Bullying & Microaggressions in the Workplace*

- **Faculty Moderator - Scholars Share – Graduate Student Association** December 2020
- **Moderator, Drexel University – Graduate College** November 2020  
*PhD Dissertation & MS Thesis Writing & Research Amidst COVID*
- **Blackbaud/sgEngage** November 2020  
*Interpersonal Skills for Today's Workplace: A Guide for Social Professionals*
- **Nonprofit Network** July 2020  
*Stewardship and Donor Cultivation*
- **Nonprofit Network** July 2020  
*Employee and Volunteer Management*
- **Drexel University Online Webinar** June 2020  
*Maximizing Productivity in Virtual Teams*
- **Dornsife School of Public Health** May 2020  
*The Art of Public Speaking: Best Practices for Public Speaking and Presentations*
- **Provost Office: Virtual Department Head Meeting** March 2020  
*Online vs. Remote Learning*
- **Drexel University Online Webinar** February 2020  
*How to Improve Your Soft Skills at Work*
- **Drexel University 6<sup>th</sup> Annual Assessment Conference** September 2019  
*Let Me Tell You a Story: Creating an Assessment Narrative*
- **Drexel University/US Dept. of State Webinar** July 2019  
*Unleashing the Power of Mentoring*
- **Drexel University Online Webinar** April 2019  
*How to Start a Nonprofit 101*
- **Drexel University 5<sup>th</sup> Annual Assessment Conference** September 2018  
*The American Idol of Assessment: The External Reviewer*
- **Interview of Jesse Krohn – Drexel's Office of Equality & Diversity (PSB)** August 2018
- **Interview of Wil Reynolds & Emily Allen of SEER Interactive (PSB)** June 2018
- **Drexel University Online Webinar** April 2018  
*Amazon: Beyond the Retail Industry*
- **Keynote Speaker – Philly-SHRM Pre-Conference Symposium** March 2018  
*Empathy in the Workplace*
- **Panel Moderator – Philadelphia Chamber of Commerce** December 2017  
*Nonprofit Fiscal Health Check: Maximizing Operations w/Sound Governance*
- **Drexel University Online Webinar** July 2017  
*The Value and Importance of Collaborative Teams*
- **Drexel University Online Webinar** March 2017  
*The Art and Science of Influencing Others*
- **Drexel University Online Webinar** November 2016  
*Essentials of Good Business Communication*
- **Discussion Leader: Books and Bagels** March 2017  
*Conversations in Interdisciplinary Research*
- **Judge – Drexel Emerging Scholars Conference** April 2017, 2018
- **Scheduled Panelist/Moderator – Assn. of Writers and Writing Programs** March 2016  
*50 Women Over 50 & will launch edited anthology 50 Women Over 50*

- **Conference Organizer** – Diversity Conference November 2015  
*Telling the Story of Us: Books for the Modern World*, Keynote: Sonia Manzano
- **Moderator** – Push to Publish October 2015  
*Current Trends in Publishing*
- **Judge** – Eddie & Ozzie Awards 2012 to 2015  
*Folio Magazine’s Prestigious Magazine Awards*
- **Interviewed** – by Julia Glum at *International Business Times* December 2014  
“Books vs. E-Books: Teen’s Print Preferences Make Publishing Industry’s Future Hard to Predict”
- **Judge** – Pitchapalooza September 2014
- **Interviewed** – by MediaShepherd.com May 2014
- **Ask the Experts** – serve as an expert for MediaShepherd September 2013 to present
- **Panelist** – Association of Writers and Writing Programs February 2014  
*Graduate Publishing Programs*
- **Interviewed** – by Gabe Hobash at *Publisher’s Weekly Graduate Publishing Programs* December 2013
- **Moderator** – Push to Publish October 2013  
*Trends in Publishing*
- **Reading** – Rosemont MFA Faculty Reading Series September 2013  
*From YA novel-in-progress*
- **Panelist** – Publisher’s Weekly @ Random House September 2013  
*Job Market*
- **Moderator** – Rosemont College February 2013  
*Why Was the Harry Potter Series so Successful?*
- **Interviewed** by Gabe Habash *Publisher’s Weekly* December 2012  
“Preparing for the Future: Educational Publishing Programs Up Digital Offerings, but keep an Eye on the Basics, Too”
- **Moderator** – Push to Publish October 2012  
*Ins and Outs of ePublishing*
- **Reading** – Wellington Square Bookshop (Exton, PA) October 2012  
*From Memoirs of Meanness*
- **Panel Member** – Fall Family Weekend at Rosemont College October 2010  
*Career, Family & School: Finding a Balance for Working Adult Students*
- **Interview** of Mary Tabor, appeared on *FlashFiction.net* May 2010
- **Panel Member** – Rosemont College semi-annual Professional and Graduate Studies Faculty Meeting: *The Writing Process* December 2009
- **Interview** of Kathi Appelt, appeared on *FlashFiction.net* November 2009

## REVIEWS/BLOGS

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- Professional Buzz Blog (*drives 40% of organic site traffic*) 2016-Present  
*200+ posts on leadership, communication, career development, etc.*
  - *Business and Professional Communication* by Newbold. Fall 2022  
Asked by SAGE Publishing to Review 3 chapters
  - *Marketing the Book: An Author’s Guide* – by Alison Baverstock Fall 2014
  - Numerous Blog Posts – Rosemont College Publishing Program Fall 2013 to Present
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- *(Re) Making Love: A Sex After Sixty Story* – by Mary Tabor for FlashFiction.net May 2010
- *I Call This Flirting* – by Sherrie Flick for FlashFiction.net December 2009
- *The Underneath* – by Kathi Appelt for FlashFiction.net November 2009
- Guest Blogger: FlashFiction.net – “Thoughts from a Flash Fiction Newbie” October 2009

## AWARDS AND HONORS

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- Drexel Institute for Inclusive and Equitable Teaching – 1<sup>st</sup> Cohort March 2021
- CANOPI (Creating a Narrative of Professional Involvement for Faculty) March-May 2020
- Outstanding Service to Graduate Students (Graduate College) May 2020
- The Samuel Mercer Jr. Teaching Award May 2019
- Drexel Leaders 2020 October 2017
- Washington Mandela Fellowship Reader October 2017
- Independently Applying the Quality Matters Rubric October 2017
- Spotlight Award: *Rosemont College* 2013
- Presidential Gold Medal for Outstanding Academic Excellence Combined with Service to the College: *Rosemont College* 2010
- Sister Mary Anthony Weinig, SHCJ Creative Writing Award: *Rosemont College* 2010
- Semi-finalist, Novel: *William Faulkner Creative Writing Competition* 2006
- Semi-finalist, Novel-in-Progress: *William Faulkner Creative Writing Competition* 2004

## CONFERENCES

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- Princeton Community Works Conference 2022
- Council for Graduate Schools Bi-annual conference 2020-2021
- Council for Graduate Schools New Dean Institute 2021-2022
- Philadelphia SHRM Conference 2017, 2018
- Drexel Annual Assessment Conference 2016-2019
- Pennsylvania Conference for Women 2016, 2017, 2021
- Net Impact 2016
- Association of Writing and Writing Programs 2012-2016
- Push to Publish 2009-2015
- Book Expo America 2012-2015
- SCBWI February 2013
- Publishing Perspectives November 2012
- UPublishU (Book Expo America) June 2012
- **SEPCHE Spring Conference** **May 2012**
- North Carolina Writers’ Network November 2009

## REFERENCES

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Available upon request