

Firstname Lastname

xxx-xxx-xxxx | yourname@email.com | City, ST 00000

EDUCATION

Doctor of Education

Expected Month 20xx

University of Phoenix, Phoenix, AZ 00000

- Dissertation title: "How the COVID-19 Pandemic Changed the Course of Higher Education", supervised by Dr. Firstname Lastname, Dr. Firstname Lastname and Prof Firstname Lastname (Chair)

Master of Arts in Education/Curriculum and Instruction

University of Phoenix, Phoenix, AZ 00000

Month 20xx

- Honors Thesis title: "The Influence of Social Media on Creating Online Curriculum", supervised by Prof Firstname Lastname and Dr. Firstname Lastname

Bachelor of Arts in English

University of Phoenix, Phoenix, AZ 00000

Month 20xx

PROFESSIONAL ACADEMIC EXPERIENCE

Associate Professor

Month 20xx – Current

University of Phoenix, Phoenix, AZ

- Teach sections of English Literature and Composition
- Plan and facilitate ongoing writing workshops based on current events
- Integrate curriculum development to enhance pedagogical understanding and increase student participation
- Help mentor and onboard new staff members to the English department

Instructional Design Consultant

Month 20xx- Month 20xx

Madison, Martin and Walker Consultancy, Phoenix, AZ

- Constructed and designed captivating content to retain and engage the learner
- Consulted with Subject Matter Experts across client groups
- Put into practice time-trusted instructional design methods and design theories
- Incorporated engaging visual design and audio material to enhance the learning experience
- Developed criteria to gauge learners' competencies and accompanying assessment tools

Learning Center Writing Manager

Month 20xx – Month 20xx

Novella Corporation, Phoenix, AZ

- Managed writing center operations
- Directed a fulltime staff of 8 writers and editors and 3 part-time tutors
- Held weekly writing workshop editing and creative sessions
- Collaborated with senior leadership on curriculum development and educational material creation
- Mentored junior designers

PUBLICATIONS

- “Teaching a Generation to Tell Stories Face to Face: Challenging the Non-Connected Reality of a Highly Connected Online World.” (Under Review)
- “Compelling.” Co-author with Firstname Lastname. *Introducing the Best of Academic Writing* xxxx, co-editor with Firstname Lastname, Henry Press. (Spring xxxx)

PRESENTATIONS

- “Why the Written Word: The Necessity of Competent Story Telling in the Classroom.” Writing Readiness Seminar. Phoenix, AZ (Fall xxxx)

SKILLS

[Fluent French] | [Adobe Photoshop] | [Asana] | [Excel] | [HTML]

PROFESSIONAL WRITING

Freelance Writer

Month 20xx – Month 20xx

Desert Destinations

- Conducted interviews and wrote feature articles related to tourism and economy across the southwest

Editor

Month 20xx – Month 20xx

Sunbeam Homeschool Curriculum Design

- Wrote, Designed and Edited writing and reading materials for curriculum from pre-K up to 12th grade

PROFESSIONAL AFFILIATIONS

- Quality Matters
- Educause
- OLC
- MLA: Modern Language Association
- NCTE: National Council of Teachers of English

AWARDS/HONORS

- Exceptional Academic Teacher Award. xxxx
- “High Pass” on Master’s thesis. University of Phoenix, Phoenix. xxxx

PROFESSIONAL REFERENCES

Firstname Lastname

Professor of English, University of Phoenix

XXX-XXX-XXXX

thiername@email.com

Firstname Lastname

Operations Director, Novella Corporation

XXX-XXX-XXX

theirname@email.com

Firstname Lastname
Editor in Chief, Desert Destinations
XXX-XXX-XXXX
theirname@email.com