

# TAMARA N. STEVENSON, Ed.D.

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## EDUCATION

August 2012

**Doctor of Education (Ed.D.), Educational Leadership  
Graduate Certificate, Community College Leadership**

Eastern Michigan University, Ypsilanti, Michigan

*Program of Study: Higher Education Administration*

***Title of Dissertation: The Impact of Racial Battle Fatigue and Role Strain on African American Faculty at Public Community Colleges***

*Major Advisor: Eboni Zamani-Gallagher, Ph.D.*

December 2005

**Specialist of Arts, Educational Leadership**

Eastern Michigan University, Ypsilanti, Michigan

May 1998

**Master of Arts, Public Relations/Organizational Communication**

Wayne State University, Detroit, Michigan

December 1991

**Bachelor of Arts, Journalism**

Wayne State University, Detroit, Michigan

## ADMINISTRATIVE EXPERIENCE

March 2019 (Int)/July 2020-present

***Vice President, Diversity, Equity, and Inclusion & Chief Diversity Officer***

Westminster College, Salt Lake City, UT

Executive-level strategic provision of leadership, supervision, and oversight of diversity, equity, and inclusion (DEI) across the institution. Selected duties and accomplishments to date:

- Liaison with the Board of Trustees' Diversity, Equity & Inclusion Standing Committee
- Chair the Bias Education and Response Team
- Office selected as inaugural Diversity pillar of the Mark Miller Subaru Love Promise Program
- Oversee the Diversity Lecture Series and Martin Luther King Jr. Commemorative Series
- Oversee the development and implementation of the College's first comprehensive campus climate survey (Spring 2021)
- Selected school for The Steve Fund's Equity in Mental Health on Campus Initiative
- NADOHE Task Force Meeting for Creating a Framework for Advancing Anti-Racism Strategy on Campus
- Manage four (5) (operational and restricted) budget accounts
- Teach the Intercultural and Global Communication WCore (undergraduate liberal education third-year "Engaging The World") course (now offered each spring term)
- Serve on several college-wide committees, e.g., the Northwest Commission on Colleges and Universities Comprehensive Self-Evaluation Review and the General Counsel Policy Working Group
- Secured \$19K Utah COVID-19 Racial Equity and Inclusion Fund Grant
- Collaborated with Human Resources on developing DEI competencies in staff job descriptions
- Conducted inclusive faculty search informational sessions
- Facilitated sessions on reviewing and revising student course evaluations and participating in the subsequent working group

## INSTRUCTIONAL EXPERIENCE

August 2017-present

***Associate Professor, Communication***, Westminster College, Salt Lake City, UT

August 2013-August 2017

***Assistant Professor, Communication***, Westminster College, Salt Lake City, UT

August 2012-August 2013

***Postdoctoral Teaching Fellow, Speech***, Westminster College, Salt Lake City, UT

August 2011-May 2012

***Visiting Assistant Professor, Educational Leadership***, Miami University, Oxford, OH

Sept 2009-April 2011

***Adjunct Faculty, Communication/Liberal Arts***, Schoolcraft College, Livonia, MI

Sept 2005-August 2011

***Teaching Assistant, Educational Leadership***, Eastern Michigan University, Ypsilanti, MI

Sept 2009-December 2009

***Co-Instructor, Educational Leadership***, Eastern Michigan University, Ypsilanti, MI

Sept 2004-June 2005

***Adjunct Faculty, Department of Communication***, Wayne State University, Detroit, MI

January 2004-April 2004

***Adjunct Faculty, English/Humanities***, Davenport University, Dearborn, MI

April 2002-December 2003

***Adjunct Faculty, General Education***, Baker College, Clinton Township, MI

Spring 1999

***Adjunct Faculty, General Education***, Baker College, Auburn Hills, MI

## COURSES TAUGHT

### Undergraduate Courses

*Baker College*

*Davenport University*

*Miami University*

*Schoolcraft College*

*Wayne State University*

*Westminster College*

SPK 111 Group Dynamics (1 section, 1 semester)  
SPK 201 Oral Communication (1 section, 4 semesters)  
COM 120 Presentation Techniques (1 section, 1 semester)  
EDL 204 Sociocultural Studies in Education (1 section, 2 semesters)  
COMA 103 Fundamentals of Speech (1 section, 4 semesters)  
COMM 1010 Oral Communication (1 section, 2 semesters)  
SPCH 111 Public Presentations, LE (4 sections, 5 semesters)  
COMM 250 Intro to Human Communication (1 section, 8 semesters)  
COMM 250 Intro to Human Comm/Disability Communication (first-year learning community) (1 section, 1 semester)  
COMM 300 “How to be a Bitch”: (Re)framing the Realities of Women in Leadership (1 section, 2 intercession terms)  
COMM 300 #sorrynotsorry & Social Media (1 section, 1 intercession term)  
COMM 300 Civil Rights Speeches (1 section, 2 intercession terms)  
COMM 310 Professional Writing (1 section, 9 semesters)  
COMM 350 Organizational Communication (1 section, 9 semesters)  
COMM 365 Intercultural and Global Communication (1 section, 2 semesters)  
COMM 490 Professional Portfolios (1 section, 1 semester)  
WARCH 350 WestARCHES Seminar IV (1 section, 1 semester)

## COURSES TAUGHT

### Graduate Courses

*Eastern Michigan University*

*Miami University*

*Westminster College*

EDLD 509 Educational Leadership in a Pluralistic Society (1 section, 1 semester)  
EDLD 611 Introduction to Adult and Continuing Education (1 section, 2 semesters)  
EDLD 632 Community College Leadership (1 section, 1 semester)  
EDL 667 Diversity, Equity, and Dialogue in Student Affairs and Higher Education (1 section, 1 semester)  
MED 606 Theoretical Perspectives in Education (1 section, 1 semester)  
MPC 650 Intro to the Master of Professional Communication Program (1 section, 1 semester)  
MPC 655 Intercultural & Global Communication (1 section, 1 semester)

## COURSES DEVELOPED (WESTMINSTER COLLEGE)

**COMM 250** Intro to Human Communication (Fall 2015); required Communication Program course

**COMM 300** #sorrynotsorry & Social Media Social Media (May 2013); special topics intercession Communication course

**COMM 300** Civil Rights Speeches (May 2016); special topics intercession Communication course

**COMM 300** How to be a Bitch: (Re)framing the Realities of Women in Leadership (Fall 2016); special topics intercession Communication course (co-developed and co-taught)

**COMM 365** Intercultural and Global Communication (Spring 2016): initially a Communication program elective; changed to a WCore (undergraduate liberal education curriculum) option starting Spring 2020

**COMM 490** Professional Portfolios (Fall 2014); redesigned required capstone Communication program course (co-developed and co-taught)

**MPC 650** Intro to the Master of Professional Communication Program (Fall 2014); introductory graduate course in graduate Communication program

**WARCH 350** WestARCHES Seminar IV (Spring 2017); required advanced career professional development seminar

## PUBLICATIONS

Stevenson, T. N. (2021). Priority Area 9: Campus Climate/Culture. In National Association of Diversity Officers in Higher Education (Ed.), *A Framework for Advancing Anti-Racism Strategy on Campus* (pp. 26–28). National Association of Diversity Officers in Higher Education.

Baber L.D., Zamani-Gallaher E.M., Stevenson T.N., Porter J. (2019) From Access to Equity: Community Colleges and the Social Justice Imperative. In: Paulsen M., Perna L. (eds) *Higher Education: Handbook of Theory and Research*. Higher Education: Handbook of Theory and Research, vol 34. Springer, Cham

Stevenson, T. N. & Zamani-Gallaher, E. M. (2016). Racialized and gendered experiences of African American female faculty at public community colleges. In P. A. Pasque, M. P. Ting, N. Ortega, & J. C. Burkhardt (Eds.), *Transforming understandings of diversity in higher education: Demography, democracy and discourse* (pp. 180-201). Sterling, VA: Stylus.

## PUBLICATIONS, CONTINUED

- Green-Weir, R., & Stevenson, T. N., (2014). Healthy decisions and unintended consequences: Implications of the Protection and Affordable Care Act (ACA) for higher education. In E. M. Zamani-Gallaher (Ed.), *The Obama Administration and Educational Reform* (pp. TBD). 1st ed. UK: Emerald Group Publishing Limited.
- Stevenson, T. N. (2014). Complementary resources. In L. Kelsay & E. M. Zamani-Gallaher (Eds.), *Working with students in community colleges: Contemporary strategies for bridging theory, research, and practice*. Chicago, IL: University of Chicago Press.
- Stevenson, T. N. (2013). Combat in the Academy: Racial battle fatigue, role strain, and African American faculty at public community colleges. In J. S. Brooks & N. Witherspoon Arnold (Eds.), *Confronting Racism in Higher Education: Problems and Possibilities for Fighting Ignorance, Bigotry and Isolation*, (pp. 43-66). Charlotte, NC: Information Age Publishing.
- Graves, S.L., Stevenson, T. N., & Zamani-Gallaher, E. M. (2013). A needle in a haystack: The search for African American female teachers in K-12 education. In E.M. Zamani-Gallaher, & V.C. Polite (Eds.), *African American Females: Addressing Challenges and Nurturing the Future*, (pp. 79-102). East Lansing, MI: Michigan State University Press.
- Zamani-Gallaher, E. M., Bazile, S., & Stevenson, T.N. (2011). Segmentation, capital, and community college transfer students: Exploring community colleges as agents of currency. In Bartee, R. (Ed.), *Contemporary Perspectives on Capital in Educational Contexts*, (pp. 101-132). Charlotte, NC: Information Age Publishing.
- Broughton, E. & Stevenson, T. N. (2006). What they're reading! [Review of the book *Authenticity and Spirituality in Higher Education*]. *Journal of College & Character*, 7 (Online).

## SELECTED CONFERENCES/PRESENTATIONS/PANELS/WEBINARS/PODCASTS

- November 2021 Co-presenter, Identifying and Overcoming Obstacles to Leadership, Salt Lake Chamber and Women's Business Center of Utah's Women & Business Conference and ATHENA Awards Luncheon
- November 2021 Moderator, The Power of Place: Equity Through Utah's Educational, Cultural and Environmental Resources Salt Lake Chamber Utah Business Diversity Summit
- July 2021 Panelist: Voices of Reason Podcast: Critical Race Theory
- June 2021 Panelist: "Understanding Critical Race Theory" hosted by the NAACP Salt Lake Branch
- June 2021 Co-presenter: "Positioning the Small Liberal Arts College to Institutionalize Diversity, Equity, and Inclusion Through Strategic Planning and Engagement", National Conference on Race and Ethnicity
- June 2021 Team Lead: American Association of Colleges and Universities Institute on Truth, Racial Healing & Transformation (TRHT) Campus Centers
- March 2021 Panelist: American Council on Education Annual Meeting session "Supporting the Mental Health of Students of Color during COVID-19 and Beyond"
- March 2021 Presenter: NADOHE CDO Fellows Program Presentation: "Developing an Anti-Racism Action Plan"
- February 2021 Panelist: "What Does Black History Month Mean to Utah" sponsored by the Utah Office of Multicultural Affairs
- November 2020 Presenter, "Racial Battle Fatigue: Negotiating Racialized Realities": Michigan School of Psychology
- October 2020 Panelist: "It's Beyond Time: Look, Listen, and Learn!": University of Utah College of Business Symposium
- September 2020 Participant: Social Justice Speakers Series: How to Be an Ally + Antiracist Community Panel. Hosted by Comcast NBCUniversal and Utah Division Of Multicultural Affairs
- June 2020 Panelist: "Recognizing How COVID-19 and Injustices Produce Racial Battle Fatigue in African American P-16 Students, Families & Educators in the U.S."
- May 2020 Panelist: National Association of Diversity Officers in Higher Education CDO Community Check-in Webinar
- December 2017 Presenter: "The Backdraft of Microaggressions, Microinvalidations, and Microinsults: Mitigating Misunderstandings". An Informative Discussion/Session on Diversity, Inclusion, and Implicit Bias. Hosted by the Master of Public Health Training Center, Westminster College, Salt Lake City, UT
- June 2017 Presenter: "Talking in Context: The Communicative Duality of College Recruitment" UACRAO (Utah Association of Collegiate Registrars and Admissions Officers) Annual Conference, Utah State University – Eastern, Price, UT
- April 2017 Presenter: "Rights Vs. Privileges: Finding Power Through Equity--A Symposium on Understanding Privilege Through a Constructive Lens", Associated Students of Westminster, Westminster College, Salt Lake City, UT
- May 2016 Workshop Facilitator: Utah Leadership Academy: Disturbing the Leadership Narrative Through Advocacy & Action, Westminster College, Salt Lake City, UT
- June 2015 Roundtable Discussion Facilitator: *Creating a Sense of Belonging in Higher Education*", CAN-U (College Access Network) Retreat, Salt Lake City, UT
- November 2015 Panelist/Workshop Presenter: Expect The Great College and Career Readiness Fair, Weber State University, Ogden, UT
- February 2014 Black History Month Diversity Dialogue Facilitator: *Is Justin Bieber a Thug? The Role of Race, Representation, and Reputation in Society*, Westminster College, Salt Lake City, UT
- April 2013 *Racialized Academic Career Components of African American Public Community College Faculty*, Council for the Study of Community Colleges Annual Conference, Meeting National Needs and Leading Innovation: Community Colleges in the 21st Century, San Francisco, CA

- May 2011 *Racial Battle Fatigue and African-American Faculty at Public Community Colleges*, University of Michigan 2011 Community College Interdisciplinary Research Forum Conference, Ann Arbor, MI
- March 2011 *Transfer and Community Colleges as Agents of Currency* (Lead: Dr. Eboni Zamani-Gallaher, 2<sup>nd</sup> Presenter: Dr. Stanley Bazile), 2011 Annual ACPA (American College Personnel Association) Convention, Baltimore, MD

### **SELECTED CONFERENCES/PRESENTATIONS/PANELS/WEBINARS/PODCASTS, CONTINUED**

- October 2010 *Racialized Role Strain in the Academy: Tensions, Tribulations, Triumphs*, 2010 Fall Michigan AGEP Alliance/KCP FFF Conference, Michigan State University
- February 2009 *The Racialized Role of African-American Faculty at Public Community Colleges: A Commentary for Future Research Educational Leadership in the New Millennium: Merging Theory and Practice*, Miami University, Oxford, OH
- March 2007 *The Open Door: Community Colleges and Maintaining Affirmative Access* (w/Dr. Eboni Zamani-Gallaher). Michigan Department of Labor and Economics/Community Colleges Unit, Annual Deans' In-Service Conference, Lansing, MI
- May 2006 *Access Policies, Equity and the Community College Student* (w/Dr. Eboni Zamani-Gallaher). COMBASE/Leading Organizational Change to Reinvent the Community College, Open Door Conference, Wayne County Community College District, Taylor/Detroit, MI

### **SELECTED PROFESSIONAL DEVELOPMENT ACTIVITIES**

- 2021-2022 Salt Lake Chamber Leadership Utah Program
- February 2019 Guest Subject Matter Expert, PSYC Career Exploration Course (Topic: Professionalism), Westminster College, Salt Lake City, UT
- March 2018 Guest Panelist, "Get Out" Film Screening and Discussion (Dr. William A. Smith), University of Utah, Salt Lake City, UT
- March 2018 Guest Lecturer, Communication Program Capstone Portfolio (Topic: Interviewing), Westminster College, Salt Lake City, UT
- November 2017 Guest Lecturer, Sociocultural Foundations of U.S. Higher Education course, University of Utah, Salt Lake City, UT
- November 2017 Facilitator, Diversity Learn and Lead Series (Topic: Diversity and Democracy), Westminster College, Salt Lake City, UT
- October 2017 Guest Lecturer, Communication Program Capstone Portfolio (Topic: Interviewing), Westminster College, Salt Lake City, UT
- October 2017 Guest Lecturer, Nursing Program (Topic: Therapeutic Communication/Conflict Resolution), Westminster College, Salt Lake City, UT
- October 2017 Facilitator, Diversity Learn and Lead Series (Topic: Diversity and Student Success), Westminster College, Salt Lake City, UT
- July 2017 Sponsored Attendee, SOTA (Sisters of the Academy) Research BootCamp, Florida State University, Tallahassee, FL
- March 2017 Guest Lecturer, Nursing Program (Topic: Therapeutic Communication/Conflict Resolution), Westminster College, Salt Lake City, UT
- February 2017 Attendee, Utah NAME (National Association of Multicultural Education), Salt Lake City, UT
- November 2016 Guest Lecturer, Communication Capstone Portfolio (Topic: Interviewing), Westminster College, Salt Lake City, UT
- May 2016 Invited Attendee/Panelist, National Center for Institutional Diversity Future of Diversity Research Convening, University of Michigan, Ann Arbor, MI

### **SERVICE**

#### *Institution*

- Fall 2018 Member, Provost Search Committee
- Fall 2018 Chair, Peer/Contract Review Committee (Julian Mendez)
- 2018-present Mentor, Legacy STEPS (transfer students) Scholar Program
- 2017-present Member, A&S Advisory Council, Westminster College
- 2017 Member/Diversity Representative, Arts & Sciences Dean Search Committee
- 2017-2018 Member, Planning Committee, 2018 MLK Commemorative Week
- 2016-present Mentor, Legacy (first-year students) Scholars Program
- 2016 Member, Womxn's Heritage Month Planning Committee
- 2016 Co-Facilitator, September 2016 Student Diversity and Inclusion Center Black Caucus
- 2016-2018 Member, Planning and Priorities (College-wide) Committee/Compensation & Benefits Subcommittee
- 2016-2018 Member, Black Heritage Month Planning Committee
- 2015 McNair Program Orientation Speaker
- 2015-2018 Faculty Fellow, Diversity, Equity & Inclusion
- 2015-2017 Planning Committee Chair, 2017 MLK Commemorative Week

## SERVICE, CONTINUED

2015-2016	Member/Diversity Representative, Master of Strategic Communication Search Committee
2015-2016	Member/Diversity Representative, Instructional Librarian Search Committee
2015-2016	Member, Campus-wide Culture Initiative
2015-2016	Faculty Partner, "Working With A Diverse Student Population" Adjunct Faculty Griffin Grant

### *Institution*

2015-2016	Black Student Union Advisor Support
2014	Diversity Dialogue Facilitator: Black History Month 2014: "Is Justin Bieber a Thug? The Role of Race, Representation, and Reputation in Society"
2013-present	Member, Student Commencement Speaker Committee
2013-2016	Member, IRB Committee
2013-2015	Member, Diversity Council
2013-2014	Participant, College-wide Learning Goals Rubric Review (Writing and Other Communication Skills)
2013-2014	McNair Scholars Application Reviewer
2013-2014	Co-facilitator, Diversity Union Summit
2012-2013	Member, English Post-Doc Search Committee

### *Department (Communication Program)*

2018-2019	Co-instructor/Mentor, WCore First-Year Learning Community (Disability Communication)
2013-2015	Master of Professional Communication Field Project Reading Committee
2013-2014	Co-instructor/Mentor, First-Year Learning Community

### *Community*

October 2018-2019	Volunteer Community Co-host, KRCL RadioActive (90.9 FM) (Utah)
2017	Co-Chair, Statewide Statewide Planning Committee, Expect The Great College and Career Readiness Fair (Utah)
2015	Panelist, and Workshop Facilitator, 2015 Expect The Great College and Career Readiness Fair
2015	Roundtable Discussion Facilitator, "Creating a Sense of Belonging in Higher Education", 2015 CANU (College Access Network) Retreat (Utah)
April 2014-present	Member, Delta Sigma Theta Sorority, Incorporated, Greater Salt Lake Alumnae Chapter
2014-2016	Committee Member/Westminster College representative, Citywide Martin Luther King Jr. "Marade", University of Utah
2013-2016	Member, Statewide Planning Committee Member, Expect The Great College and Career Readiness Fair (Utah)
January 2014	Faculty Speaker, Westminster College Martin Luther King Jr. Day March and Program (Utah)
2013-2014	Judge, Sterling Scholars Awards Program (Utah)
2012-2013	Faculty Attendee/Committee Representative, Expect The Great College and Career Readiness Conference/Fair (Utah)
2008-2009	Consultant/Mentor, Girls in Action Leadership Development Mentorship Program (National Pilot Program) (Michigan)
2007-2008	Mentor, Eastern Michigan University Young Women for Change Mentorship Program (Michigan)
1998-2000	Mentor, Farmington Public Schools Mentorship Program (Michigan)
1998-2000	Member, Farmington Public Schools Community Partnership Committee (Michigan)

## SELECTED AWARDS/HONORS/CERTIFICATIONS/INSTITUTES

August 2021	Afro Utah Impact on Education Award
2020-2021	Cohort 7 Participant, National Association of Diversity Officers in Higher Education's Chief Diversity Officer Fellows Program
2020	Honoree, Utah Business Magazine's 30 Women to Watch
Spring 2019	Unsung Hero Award, Office of Diversity, Equity, & Inclusion, Westminster College
Summer 2017	Scholarship Recipient/Attendee, 2017 Sisters of the Academy (SOTA) Research BootCamp, Florida State University
Spring 2017	Student Advocate Award Nominee, Westminster College
Spring 2016	Leadership Award Nominee, Westminster College
Spring 2015	Gore Course Release Grant, Westminster College
Fall 2014	Strategic Plan Quick Win Grant, Westminster College

## SELECTED AWARDS/HONORS/CERTIFICATIONS/INSTITUTES, CONTINUED

Spring 2014	Gore Summer Research Grant, Westminster College
August 2010	Online (Blackboard) Instructor Certification, Schoolcraft College
Spring 2009	Emerging Diversity Scholar Award, National Center for Institutional Diversity, University of Michigan-Ann Arbor
March 2006	Outstanding College of Education Presenter, Eastern Michigan University Graduate Research Fair
September 2005	Recipient, Eastern Michigan University Department of Educational Leadership Doctoral Fellowship
September 2005	Recipient, King-Chavez-Parks Future Faculty Fellowship (Doctoral), Eastern Michigan University
September 2003	Recipient, King-Chavez-Parks Future Faculty Fellowship (Master's/Specialist), Eastern Michigan University

## PROFESSIONAL/COMMUNITY AFFILIATIONS

2022-present	Member, State of Utah Martin Luther King Jr. Human Rights Commission
2021-present	Social Action Chair, Greater Salt Lake Alumnae Chapter/Utah State Social Action Coordinator, Delta Sigma Theta Sorority, Incorporated
2019-present	YWCA Utah
2019-present	National Association of Diversity Officers in Higher Education (NADOHE)
2014-present	Member, Delta Sigma Theta Sorority, Incorporated, Greater Salt Lake Alumnae Chapter
2007-2013	ASHE – Association for the Study of Higher Education November 2012-Research and/or Scholarly Paper Session Discussant: “Some of These People Are Not Like the Others”; October 2007-Invited Attendee: ASHE Graduate Student Policy Seminar Program

## BUSINESS & INDUSTRY EXPERIENCE

September 2005- August 2011	<b>Doctoral Fellow, Department of Educational Leadership</b> Eastern Michigan University, Ypsilanti, MI <ul style="list-style-type: none"><li>Coordinated Educational Leadership Research Symposium, including development of collateral materials, contact with presenters and faculty mentors, procurement of facilities, project assessment, etc.</li><li>Co-coordinator, John W. Porter Distinguished Chair in Urban Education Visiting Professor Program (2003-2005), including the development of project materials, faculty/departmental contacts, scheduling of seminars/workshops, etc.</li><li>Coordinated Doctoral Student Orientation Program, including the development of project materials, contact with students, project assessment; wrote and designed doctoral program newsletter (<i>Doctoral Data</i>)</li></ul>
August 2004- April 2005	<b>Intern, Office of Continuing Education</b> Eastern Michigan University, Ypsilanti, MI <ul style="list-style-type: none"><li>Participated in the preparation, development, and production of various informational materials for use within the department on campus and off-campus locations</li><li>evening office monitor for EMU-Detroit off-campus location, handling student requests, faculty support, and completing closing procedures</li></ul>
August 2000- June 2003	<b>Communications Manager</b> Wayne County Regional Educational Service Agency (RESA), Wayne, MI <ul style="list-style-type: none"><li>Developed and implemented public relations, media relations, and marketing strategies for the intermediate school district for Wayne County (the largest in the state of Michigan)</li><li>Developed and implemented public relations and communications strategies for successful countywide special education millage proposal (August 2002), including specialized strategies with Wayne County school districts, including the Detroit Public School District</li><li>Wrote, edited, and produced a quarterly newsletter for 300 staff members and retirees and three quarterly newsletters for external audiences, including local school district boards, principals, and legislators; wrote and coordinated correspondence for administrative staff, including superintendent and school board members</li></ul>
August 1997- August 2000	<b>Publications Coordinator</b> Botsford General Hospital, Farmington Hills, MI <ul style="list-style-type: none"><li>Developed, wrote, and coordinated editing of publications for specific audiences and facilitated the development and implementation of communications targeted to employees and related publics</li><li>Wrote, edited and produced quarterly newsletter for 800 physicians and alumni; wrote, edited and produced two bi-monthly newsletters for 2,500 staff members; chaired the planning committee for organization's first Martin Luther King Jr. Holiday Celebration (1999)</li><li>Coordinated writing, editing, and production of two issues of the community publication mailed to more than 200,000 homes in the metropolitan Detroit area.</li></ul>

## **BUSINESS & INDUSTRY EXPERIENCE, CONTINUED**

1994-1997

### **Marketing/Communications Specialist**

Geometric Results Incorporated, Southfield, MI

- Wrote and proofread articles, developed slide presentations, designed and published newsletters; facilitated bimonthly meetings between managers/supervisors of Ford Motor Company and contract personnel suppliers
- Developed, designed and produced monthly newsletter for 1,400 employees

1993-1994

### **Editorial Assistant**

Metro Times, Detroit, MI

- Wrote and edited the Food/Restaurant section. Coordinated content/production of the first two issues of annual special insert; supervised rotating staff of interns, averaging three students per week
- Assisted Editorial Department's news and production efforts, including entering and typesetting copy, proofreading; wrote and coordinated editorial content for special editions with advertising, design/layout, and production departments

1990-1991

### **Public Relations Writer**

AAA Michigan, Dearborn, MI

- Compiled statewide listings of events each week by state and local print and broadcast media; voice talent for weekly broadcast updates for AAA Michigan's "A-Line."
- Voice talent for live or recorded traffic/weather broadcasts to various radio stations throughout the state.

1988-1990

### **Research Assistant/News Writer**

WWJ Newsradio 950 AM, Southfield, MI

- Researched topics, located sources and arranged interviews for news/talk program
- Promoted to newsroom as a news writer for CBS Radio affiliate.

1988-1989

### **Talk Show Producer**

WJLB-FM 98, Detroit, MI

- Screened calls for segments of "Talk Back," WJLB-FM 98's live public affairs show; edited audiotape and wrote stories from the program to generate news stories.

## **REFERENCES**

Available upon request