

**Andrea Cumbo – 8051**  
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## **Skills and Experience**

- Knowledge and experience with Web 2.0 technologies such as Twitter and Facebook.
- Over ten years experience as a writer and writing teacher.
- Training and work experience in research and content development.
- Excellent team and listening skills.
- Strong organization skills and ability to manage multiple projects simultaneously.

## **Relevant Work Experience**

### **Cecil College – North East, MD**

Fall 2006 – Present

Assistant Professor of English and Adjunct Professor of English

Freshmen Composition, Technical Writing, Basic Writing, and Creative Writing

- Incorporate group discussion and debate, analysis, and writing to facilitate team-building skills and to help students learn from each other.
- Assign real-life work assignments in the “College Improvement Project” that allow students to propose change at the college as well as gain practical experience in proposal and report writing as well as group presentation.
- Developed, proposed, & secured approval for college’s first multi-genre creative writing course.

### **Writing Tutor**

- Meet with students in one-on-one sessions to help them improve their writing.
- Tutor students from a variety of disciplines including psychology, English, and business.

### **Cecil College Speakers Series – Co-Developer and Coordinator**

- Worked with colleague Jennifer Levi to develop vision and plan for inaugural year of speakers series – “The Changing Face of Diversity in the 21st Century.”
- Solicited and secured grant funding from the College Foundation & Maryland Humanities Council.
- Researched, invited, and confirmed nationally-recognized speakers.
- Marketed events to college community, local area, and surrounding colleges and universities.
- Achieved turn out of over 400 individuals for first event.

### **Guest, Student and Faculty Creative Writing Reading – Coordinator**

- Brought poet and essayist Lia Pupura and poet Katie Ford to campus to speak to Introduction to Creative Writing class and to give a public reading.
- Coordinated and promoted campus’ first student and faculty creative writing readings, which included students from Introduction to Creative Writing class as well as adjunct and full-time faculty.

### ***The Seahawk Review* – Student Literary Magazine – Co-Advisor**

### **Accreditation Committee – Middle States Association – Co-Chair**

- Received personal invitation from the college president to co-chair committee.
- Helped draft all documents, including self-study report, for accreditation review.

**Stevenson University – Stevenson, MD**

Fall 2009 – Present

Adjunct Professor of English

Introduction to Composition & Creative Essay Writing

- Utilize readings, exercises, video clips and discussions to teach student essential skills in grammar, mechanics, spelling, and essay writing.
- Assign numerous grammar exercises to help students learn fundamental skills in sentence construction.

**Smarthinking – Online**

August 2009-Present

Writing Tutor

- Assist students with writing assignments by providing individualized written feedback.
- Work with students from a variety of educational settings including research institutions, liberal arts colleges, community colleges, online universities, and high schools.
- Receive exemplary reviews from Lead Tutors.

**Other Teaching Positions**

Solano Community College – Fairfield, CA

August 2005 - Spring 2006

Santa Clara University – Santa Clara, CA

January - June 2005

Foothill Community College – Los Altos, CA

January - June 2005

**United Way of the Bay Area – San Francisco, CA**

September 2004 – December 2004

Loaned Representative

- Coordinated fundraising strategy for retail, restaurant, and “new client” sectors.
- Solicited first-time gifts from several major corporations.

**Martin Luther King, Jr. Papers Project – Stanford University**

March 2003 - September 2004

Research Assistant

- Researched the life of Martin Luther King, Jr. through primary sources, interviews, and archival work.
- Liaisoned with community members to develop networks of donors and supporters.
- Crafted grant queries, and assisted in the writing and revision of proposals and interim and final reports.
- Created public relations documents, including press releases.

**United Way of the Capital Region – Harrisburg, PA**

September 1997 - May 1999

Campaign Associate

- Managed three sectors of clients including Combined Federal Campaign.
- Scheduled, solicited, and communicated with over 500 client organizations.

**Volunteer Experience**

**Cromwell Valley CSA – Towson, MD**

Spring 2010-Present

Board Member and Grant Writer

- Write grants to secure funding for educational programs and environmental resources for the form.
- Participate in strategic and practical planning for CSA events and future growth.

**Run for Haiti – Frederick, MD**

May 2010

- Run 5k to raise money for Haitian Orphanage.
- Over \$800 raised, surpassing required funds by over \$300 through the use of social networking tools and email.

**Literacy for All: A Conference on Youth Literature – North East, MD** March 2010  
Consultant

- Provided marketing, fundraising, and editing advice to Coordinator of Event
- Solicited donations from private donors and organizations.
- Marketed event through social networking sites, listservs, and email.

**Eco-Libris Green Book Campaign – Online** November 2009  
Reviewer

## **Education**

Antioch University – Los Angeles, CA June 2004  
MFA in Creative Writing – Creative Nonfiction Genre

Case Western Reserve University – Cleveland, OH May 2001  
MA in Literature

Messiah College – Grantham, PA May 1997  
BA in English Literature and History

## **Sample Publications & Conference Presentations**

*Full List Available Upon Request*

Andilit – A Blog About Writing, Reading, Teaching and the World – <http://www.andilit.com> - March 2007-Present

“A Matter of Acclimation: Refugees in America” (Working Title). *PRISM Magazine*. (Summer) 2010. Forthcoming.

“The Comedian is a ‘Man’: Gender Performance in the Comedy of Dave Chappelle.” In *The Comedy of Dave Chappelle: Critical Essays*. K.A. Wisniewski, Ed. Jefferson, NC: McFarland, 2009.

“Writing, Pantheism, and Action: An Interview with Sharman Apt Russell.” *Science and Spirit*. July/August 2008.

“Practicing the Healing Arts.” Cover Story. *PRISM Magazine*. (November/December) 2006: 8-13.

“Martin Luther King, Jr. and ‘The Desirability of Being Maladjusted’: The Christian Scholar’s Responsibility as an Agent of Social Change.” Proceedings of the Faith in the Academy Conference, September 30-October 2, 2004. Grantham, PA: Messiah College, 2004.

## **References**

Available Upon Request