



The Owen Sound Tribune 1997 - 1998 Owen Sound, Ontario  
Display and classified advertising representative and journalist. Wrote advertorials (paid-for historical perspective ads) promoting local private educational offerings; designed and sold display and classified advertising. Self-taught on QuarkXpress and FileMaker.

Franklin Pierce College (FPC) et als 1994 - 1997 Keene, New Hampshire  
Worked for three years as an educational consultant and freelance educational news correspondent in MA. Wrote human interest stories for local newspapers, including the Worcester Telegram & Gazette.

California State University 1989 - 1994 Northridge, California  
Assistant to the Associate Vice President of Graduate Studies, Research and International Programs. Coordinated curriculum submission for campus-wide review, and new program proposals for legislative approval; reviewed, edited and produced final copy of university-wide, graduate curriculum; created data bases to respond efficiently and accurately to government and private funding sources; budget tracking and reporting; member representative or VP on the Graduate Studies Committee. Attended off-campus College Career Information Fairs; hosted on-campus events. Academic and University Thesis Advisor to students in all disciplines, including international transfer students.

Committee Representative: Academic and Retention; Curriculum Development and Standards; Graduate Studies.

Recruitment - Promotion - Advisement: Represented Dean as founding member of California Minority Graduate Education Forum. Working with representatives from the National Science Foundation (NSF) and Deans from UC and CS schools to implement annual comprehensive information forum to encourage minority students to pursue doctoral programs in the sciences and engineering fields. Presented and promoted distance learning programs to military, public, and private sectors.

1983 – 1989 Northridge, California  
Eight years in Admissions and Records. Student Information, Admissions, Registration, including SIS integration from manual, arena-style through telephone and on-line course selection, class and room scheduling, catalogue copy. Records Clerk, Evaluator, including foreign transfer admissions, program progress and degree auditing,

#### EDUCATION

George Brown College	Courses in Career and Work Counseling Certificate (2001 – current) - will complete Certificate in Career Development Knowledge – Dec. 2006
StudentAffairs.com	Courses in management and advisement theory and practice (2001 - 2003)
California State University, Northridge (California)	B.A., M.A. – English/American literature
York University, Toronto (Canada)	Courses toward B.A. in English literature and creative writing
Centennial College, Toronto	A.D. (three-year diploma) in Communications/Journalism

CAREER & PROFESSIONAL DEVELOPMENT

November 2007 – Presenting “Getting off to a Good Finish” at Annual Academic Advisor’s Conference, Brock University – St. Catherines.

November 2007 – “Hanalan’s Forest,” a anthropomorphic adventure tale will be available on Amazon site.

January 2007 – Completed Career Development Knowledge Certificate

2004-2005; 2005 -2006; November 2007 – Ontario Provincial Representative for NACADA. Participate in annual scholarship & award selection and in selection of presentation proposals for regional conferences.

August 2003. Comments on a case study published in *The Mentor: An Academic Advising Journal*. Center for Excellence in Academic Advising, Division of Undergraduate Studies, The Pennsylvania State University. [www.psu.edu/dus/mentor/forum.htm](http://www.psu.edu/dus/mentor/forum.htm) .

February 2003. Completed “Supervision Principles and Skills,” Student Affairs on-line course.

Published August 2002. Book Review: “Virtual College: A Quick Guide to All You Need to Know to Get the Degree You Want with Computer, TV, Video, Audio, and Other Distance Learning Tools.” Dixon Pam. Peterson’s, 1996. Published in NACADA Journal, Volume 21, Number 1 & 2, Spring & Fall 2001.

1996. “The Pit” a short story, Published in anthology, “Getting By: Stories of Working Lives.” Bottom Dog Press – c/o Firelands College, Huron, Ohio.

September 1990. “Standard 4C: Graduate Degrees.” Part of “Equity, Excellence, Growth: Challenges for the 90s,” a self-study report prepared for the Western Association of Schools and Colleges.

Teacher: Hold Lifetime California Community College Instructor Credential in Language Arts and Literature.

PROFESSIONAL MEMBERSHIP

Canadian Association of Career Educators and Employers (CACEE)

National Academic Advising Association (NACADA)

Canadian Career Information Association (CCIA)

Student Affairs & Services Association (SASA)

REFERENCES .....Provided upon request.