

Tanya Harris

PROFESSIONAL OVERVIEW

Articulate and effective communicator ... Experienced educator, presenter, published author and web designer ... Recognized ability to work both independently and as a team player...Detail-oriented; effective in establishing priorities.

RELEVANT EXPERIENCE

Peirce College, Philadelphia, PA
Adjunct Faculty Member

Feb 2007 - Present

--**English Composition I:** This course entails clear, logical, and forceful expository writing with emphasis on planning, structuring, developing, and documenting essays. Readings, observations, and discussions provide students with a basis for writing about themselves and their world. Research techniques are also included. This course is required of all students.

Delaware County Community College, Media, PA
Adjunct Faculty Member

Aug 2006 - Present

--**English Composition I:** Teach students how to demonstrate effective writing strategies after reading and assessing a variety of texts; write assignments that consider various writing situations in terms of audience, purpose, tone, organization, format, style, point of view, and diction; generate ideas, limit a topic, and formulate a thesis, utilizing prewriting techniques, and organize essays using appropriate types of development such as description, narration, definition, comparison/contrast, causal relationship, classification, example, process analysis, and argumentation.

--**Children's Literature:** Teach students to recognize the characteristics of the different genres of children's literature. They are able to determine and apply criteria for what may be considered as quality children's literature, analyze literary elements such as theme, character, and setting, and evaluate the contributions that illustrations can make to a text. Students also discuss critically issues of gender, ethnicity, culture, and the individual that are present in the texts.

Rosemont College, Rosemont, PA
Adjunct Faculty Member

Sept 2004 – Present

--**Developmental English:** Prepares students for the writing they will have to do in all college classes. The course focuses on academic writing and on the reading, conversation, revision, editing, and proofreading that produce strong, clear, and interesting work. Students learn how to understand and think critically about the ideas and language of others and how to develop and articulate their own ideas about what they have read and heard in class.

--**Critical Thinking and Writing:** This course focuses on argument and persuasion. It asks the student to consider and develop critical thinking and writing skills and then apply the newly learned skills to well-constructed, well-organized essays that argue points and explain a particular point of view.

Roberts Vaux High School, Philadelphia, PA
Transition Support Tutor

Apr 2004-Sept 2004

Specially trained in literacy and working one-on-one with students or in small groups. Work in close collaboration with experienced teachers, directly supporting the literacy development of their regularly assigned students.

OTHER EXPERIENCE

Community College of Philadelphia, Philadelphia, PA

Apr 2005 - Present

Assistant to the Director, Academic Advising

Provide support and assistance to the director in planning, coordinating, implementing and evaluating academic advising activities and daily departmental operations. Develop and provide extensive training for faculty advisors on Banner SCT computer system and academic advising procedures utilizing power point. Create handbooks and advising manuals for nearly 500 advisors and 72 curriculums. From August 15, 2005 to October 20, 2005, and from June 19, 2006 to November 21, 2006, worked as interim director with additional responsibilities, such as scheduling advisors, calculating the budget, and mentorship for new faculty advisors.

Pindar Set, Inc, King of Prussia, PA

Sept 2004 – Apr 2005

Proofreader/Graphic Artist

Monitor all outgoing advertisements for Yellow Book yellow pages for poor graphic quality, misspellings, incorrect font size or type and compliance issues before the information is processed to be printed. Design and recreate ads for Yellow Book yellow pages.

Web Designer / Web Master

Oct 2001 - Present

Phil Reel Design (www.philreel.com), Philadelphia, PA

Develop information architecture and story boards for web sites. Design and maintain web sites for small to mid size companies and non profit organizations. Design graphics and layouts using Adobe Photo Shop, Illustrator and Fire works, etc. Websites published by utilizing html, asp, php and xml coding, java script, cascading style sheets, flash and web authoring programs.

--Presentations / Workshops

“When the Advisor Needs Advice.” Workshop for faculty advisors, Community College of Philadelphia, Philadelphia, PA, October 2005, 2006.

School of Graduate Studies "Night of Art and Readings." Play reading, video screening and digital art displays, Rosemont College, Rosemont, PA, May 2004, 2005.

--Published Articles

Harris, Tanya. "Lulu Lu Shriners bring on the Klowns." Ticket [Montgomery County, PA] 15 May 2003, 3+.

Harris, Tanya. "The Writing 'On the Walls': and Off-the-wall exhibit at the Main Line Art Center." Ticket [Montgomery County, PA] 20 Mar 2003, 14+.

COMPUTER SKILLS

Microsoft Office: Word, Excel, Access, Publisher & Powerpoint

Macromedia: Dreamweaver, Fireworks, Macromedia Flash

Adobe: Photoshop, Illustrator, Go Live, Premiere

Quark Xpress, Final Cut Pro, HTML, ASP, PHP and Java Script coding

ACADEMIC BACKGROUND

Rosemont College, Rosemont, PA
Master of Arts in English and Publishing
Digital Design Concentration
May 2004

Rosemont College, Rosemont, PA
Bachelor of Arts in English Literature
May 2001

Community College of Philadelphia, Philadelphia, PA
Associate in Applied Science in Early Childhood Education
May 1999