Sheri Edmonds
Educator: College/University

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Professional Summary

Diverse professional with a unique combination of academic and real-world experience in conducting engaging online courses. Excellent written and oral communication skills. Proficient in Canvas, Microsoft Office, and Outlook.

Educational Background

Master of Arts, English, Northern Arizona University 01/13 - 12/14

Post-Baccalaureate Certificate, Gerontology, Arizona State University   01/02 – 05/03

Bachelor of Arts, Communication Arizona State University 08/97 – 12/01

Professional Experience

Arizona State University   08/15-present

Faculty Associate (Adjunct) /Barrett Honors Faculty

- Design and develop course materials and teach online courses in English/Professional and Technical Writing.
- Work on curriculum development every semester.
- Maintain frequent contact with students.
- Maintain and return grades with comments expeditiously (one day for discussion boards; three days for projects/papers).
- Write letters of recommendation for students when requested.
- Keep students apprised of course related events on campus and in the community.
- Mentor students on preparing resumes and cover letters for specific jobs/career goals.
- Teach traditional, international, and return adult students.

Courses taught:

ENG 102 First Year Composition – Writer's Studio - Critical reading and writing; emphasizes strategies of academic discourse. Research paper required.

Concepts/skills taught:

- Composition courses that emphasize rhetorical knowledge do so with the goal of helping students become more effective problem-solvers in their communication by teaching them to establish credibility, to state a case responsibly, to argue ethically, and to recognize divergent and competing positions and viewpoints.

ENG 301 Writing for the Professions – Advanced practice in writing and editing

Concepts/skills taught:

- Technical writing/editing skills including instructions for others to follow
- Ethics in professional and technical writing
- Writing cover letters, resumes, emails, business letters, memos, proposals, reports, meeting minutes, long reports
- Proofreading, revisions, editing
- Creating PowerPoint presentations
- Personal/business branding and social media etiquette

TWC 347 Written Communication for Managers (Technical Writing) - Strategies, techniques, and genres for developing and presenting information intended for business and other workplace audiences

Concepts/skills taught:

- Writing professional emails
- Writing appropriate business letters and memos
- Writing/revising business proposals and reports
- Technical writing – writing for others to understand – audience focused
- Proofreading, revisions/editing
- Branding in business and the advantages/disadvantages of social media in business
- Podcasting
- Ethics in business/professional writing

Paradise Valley Community College, Phoenix, AZ,   03/05-02/13

Office/Workshop Coordinator - Center for Teaching and Learning

- Collaborated with a number of people at the community college to deliver and employ development workshops for a diverse audience of faculty and staff
- Managed training registration and prepared/edited training materials for 500+ employees
- Skilled at project and time management and problem solving: Orchestrated registrations for payroll reporting changeover to electronic reporting for 500+ employees

- Worked collaboratively and independently, reaching goals and exceeding deadlines
- Practiced superior organizational and time management skills in maintaining project files/databases
- Demonstrated understanding of grammar and usage and orientation to detail in writing, proofreading, and editing reports, training materials, and correspondence
- Data entry - entered personnel training information into PeopleSoft HRMS and a customized registration/scheduling program
- Managed confidential registration records and attendance
- Recorded/transcribed/edited/consolidated participant comments (at president's learning sessions) into cohesive, effective summaries