

Tamara Kelly

TEACHING EXPERIENCE

JOHN JAY COLLEGE OF CRIMINAL JUSTICE, CUNY, New York, New York

10/2006 – Present

Adjunct Lecturer- Department of Africana Studies

- **Teach an undergraduate course: The African American Experience**
- Topics covered: Africans/African Americans in America from the 1600s to present, African history, American history, the Middle Passage, slavery, slave uprisings/rebellions, repatriation efforts, abolitionism, the American Revolution, the Civil War, Reconstruction, the Harlem Renaissance, black nationalism, prejudice, discrimination, the Civil Rights Movement, Gullah/Geechee culture, historically black colleges and universities, black cultural and social organizations, the black church, and other pertinent topics related to the African American experience
- **Taught: Race and Ethnicity in Contemporary America**
- Topics covered: American history, racial and ethnic groups in the American mosaic, prejudice, discrimination, pluralism, slavery, social justice, socioeconomic/class conflict in American society, marginalization, diversity, stratification, immigration, ethnicity and religion, affirmative action, women in American society, perspectives/theories on race and ethnicity, and other pertinent topics related to the study of race and ethnicity in America

BROOKLYN COLLEGE, CUNY, Brooklyn, New York

9/2004 – 12/2004

Adjunct Lecturer- Africana Studies Department

- **Taught a graduate Africana Studies course: Black Community Organizations and Participation**
- Topics covered: African American history, legislation, black community expression, education policy enactment and implementation, grassroots community organizing, political participation, socioeconomic issues, the role of the church in community organizing; organized field trips to Brooklyn-area community-based organizations and scheduled guest speakers from an array of local organizations, including churches
- Students included Education majors and New York City Teaching Fellows

BOROUGH OF MANHATTAN COMMUNITY COLLEGE, CUNY, New York, New York

9/2003 –12/2003

Adjunct Lecturer- English Department

- **Taught an undergraduate expository writing course**
- Topics covered: the writing process, thesis statements, grammar and composition, essay structure, the essay writing method, critical reading, analysis of literary texts, and other pertinent areas
- Prepared students for the departmental final essay examination

PACE UNIVERSITY, New York, New York

9/2000 – Present

Adjunct Lecturer –Center for Academic Excellence

- **Teach University 101, an introductory course freshmen are required to take**
- Discuss an array of topics with students, including current news, liberal learning, choosing a major, test-taking strategies, stress and time management, civic engagement, academic integrity, diversity, and career options
- Serve as an academic adviser to students before, during, and post-registration

GRACE SATURDAY SCHOOL, Brooklyn, New York

9/1994-6/1995

Teacher

- Taught English, Science, and Mathematics to grades 7-11

EDUCATION

9/1995-1/1998 • **PACE UNIVERSITY** • New York, New York • **Master of Science** degree in Publishing
Thesis Paper: The Griot Revisited: A Historical and Contemporary Overview of African American Book Publishing in the United States

Awarded: Dyson College of Arts and Sciences and MS in Publishing Program Achievement Award in Recognition of Writing an Outstanding Dissertation during the 1997-1998 Academic Year

8/1990-5/1994 • **CLARK ATLANTA UNIVERSITY** • Atlanta, Georgia • **Bachelor of Arts** degree in English (*Summa Cum Laude graduate*)

Thesis Paper: The Black Oracle: The Development of African American Folklore in Collection, Literary Reconstruction, and its Use in Literature

EXPERIENCE

PACE UNIVERSITY, New York, New York

6/1999 - Present **External Relations Manager, Lubin School of Business, Office of Communications and External Relations**

- Write and/or edit copy for Lubin's academic, online, promotional and informational pieces
- Serve as managing editor of Lubin's online newsletter
- Coordinate the production and distribution of the business school's promotional pieces; oversee the development of graphic design; and give input on the appearance of print materials
- Facilitate diversity workshops for new hires through the University's Human Resources (Training and Development) department
- Oversee the work of the School's webmaster to ensure that the site is a strong marketing tool
- Coordinate the production and reprinting of selected articles and important rankings from major publications such as the **New York Times**, **Fortune**, **U.S. News & World Report**, and **Entrepreneur** magazines
- Graphically design and produce an array of correspondence for internal and external use
- Respond to requests from the University's Public Relations department for faculty to speak to the media
- Actively assist in planning Lubin's two largest income-generating fundraising events
- Plan and implement special events that run the gamut from increasing enrollment, to bringing established executives and entrepreneurs to campus to address students, faculty and administrators
- Recruit and train event volunteers, and address faculty, students, alumni, and administrators on various occasions

UNITED WAY OF NEW YORK CITY, New York, New York

12/1997-6/1999 **Account Representative, Campaign Division**

- Wrote and created promotional communication pieces, spreadsheets, graphic presentations, letters, and reports
- Spoke on behalf of the organization at accounting and law firms, banks, and health and human service care agencies to solicit contributions
- Planned and conducted kick-offs, workshop sessions, and educational events
- Analyzed account histories and studied industry trends to develop marketing plans for accounts
- Marketed successful campaign techniques to CEOs, Executive Directors and their campaign staff to request their support of United Way's annual fundraising appeal
- Chaired the Young Leaders' Membership/Communications Committee
- Trained donor personnel and volunteers to conduct fundraising meetings

JOHN MILNER ASSOCIATES, New York, New York

10/1994-11/1997

Lab Technician/Office Assistant, Foley Square Lab: Five Points and African Burial Ground Archeological Projects

- Edited archeological abstracts, researched an array of topics, reviewed books, and wrote articles for the company's newsletter
- Supervised and trained new archeological processors
- Helped liaison office to create online documents
- Processed material culture from both archeological sites

ACADEMIC HONORS AND ACHIEVEMENTS

Graduate: Pace University Academic Scholarship, Times Mirror Scholarship. **Undergraduate:** Dean's List, National Dean's List Scholar, Clark Atlanta University Scholarship, UNCF scholar, Sigma Tau Delta International English Honor Society, and Alpha Kappa Mu Honor Society

PRESENTATIONS

Diversity: Establishing Respect for Differences in College and Beyond

Pace University: Pleasantville, New York – November 17, 2008

The Black Presence in Colonial New York

Pace University: New York, New York – October 22, 2008

The History of Black History Month and The Early Black Presence in New York (Colonial Period – Antebellum Period)

Four Seasons Rehabilitation Center: Brooklyn, New York – February 27, 2007

FILM APPEARANCE

Featured appearance in Pace University's Office of Multicultural Affairs' short film on race, privilege, and homophobia, *Say It Loud (2008)*.

PUBLISHED WORK

"Father Theobald Mathew." *Tales of Five Points: Working-Class Life in Nineteenth Century New York - Volume 2: An Interpretive Approach to Understanding Working-Class Life*. Ed. Rebecca Yamin. United States General Services Administration, 2000. 265-270.

Book Review: Review of *Slavery on Long Island: A Study in Local Institutional and Early African American Communal Life*, by Richard Shannon Moss. *Newsletter of the African Burial Ground & Five Points Archeological Projects-Update* Spring 1995: 19-20.

AFFILIATIONS

Pace University Coalition for Diversity, Pace Office of Multicultural Affairs Mentor, New York Historical Society (volunteer)

TEACHING INTERESTS AND COMPETENCIES

American Literature
African American Literature
Harlem Renaissance Writers
African American Folklore
Diversity
African American History

Civil War/Reconstruction History (particularly Special Field Order #15)
African American Community-based Organizations

SKILLS

Writing, Editing (web, print articles, theses, and dissertations), Public Speaking, Desktop Publishing, Fundraising, Advising, Researching, Event Planning, Budgeting

COMPUTER SKILLS

Proficient in: Windows, Microsoft Office (including Word, Excel, Access, PowerPoint), Publisher and Project, Word Perfect, QuarkXPress, and Adobe Photoshop; Internet