

C. HOWARD-BOSTIC, PH.D.

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Dr. C. Howard-Bostic is Associate Vice President of Diversity, Equity, and Inclusivity and department chair of Sociology, Criminology, and Criminal Justice, and Associate Professor of Sociology at Shepherd University in Shepherdstown, West Virginia. She is also an Integrative Wellness Academy (IWA) certified life coach and founder of *Help Bridge*, a multicultural education project that has served 300+ youth and adults in Berkeley and Frederick counties in West Virginia. Dr. Howard-Bostic received her Ph.D. in Sociology, teaching certificate in Women’s Studies, and a Race and Social Policy research certification at Virginia Polytechnic Institute and State University. She earned a Master’s degree in Urban Planning and Bachelor’s degree in Legal Studies at the State University of New York at Buffalo. She was an executive director of housing and human services in Buffalo, New York, and has served as a community leader and justice advocate in the United States and abroad for over 20 years.

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ADMINISTRATIVE AND TEACHING EXPERIENCE

ADMINISTRATIVE APPOINTMENTS

Shepherd University, Shepherdstown, WV

Associate VP of Diversity Equity, and Inclusivity, Executive Leadership Team (6/2020-present)

- Reports to the President
- Integrate diversity and equity into institutional policy and best practices
- Develop institutional programs, trainings, and strategic planning in diversity, equity, and social justice

Director of Academic Innovation Initiatives, Office of the Provost (8/2019-6/2020)

- Reports to the Provost
- Liaison between Shepherd University and private/public external partners
- Matches interests, opportunities, and needs of external partners with students and faculty
- Works collaboratively to introduce, develop, and implement new digital initiatives

Chairperson, Department of Sociology, Criminology, and Criminal Justice (5/2015-present)

- Prepare the Departmental reports and monitor the budget
- Develop the class schedules and teaching assignments and facilitate departmental curriculum revisions and implementation
- Schedule and preside over department meetings
- Maintain civility and respect among faculty, faculty/students, and faculty/university offices and manage student grade appeal/complaints

Internship Coordinator, Sociology and Criminal Justice Studies (1/2014-present)

- Provide leadership in the development and implementation of a policies and procedures for a viable internship program
- Counsel and advise students regarding employment opportunities through various employers
- Maintain the records of all students who go out on Internship
- Develop software to document all assessment

Blue Ridge CTC, Martinsburg, WV

Chairperson/Content Specialist, Division of Social Sciences (8/2007-5/2013)

Sociology, Psychology, Economics, Philosophy, and History Degree Programs

Director, Institutional Assessment (5/2008-1/2013)

- Chair of Assessment Committee; reported to the Vice President of Academics
- Documented assessment and institutional strategic plans for the accreditation process, analyzed institutional data, and conducted institutional grant writing
- Evaluated all college program assessment/action plans
- Coordinated all student assessment surveys and the teaching evaluation process for institution

Curriculum Specialist, Electrical Distribution Technology (5/2008-7/2009)

School of Workforce Development and Engineering

- Completed a statistical analyses of workforce/leadership programs, created course creation forms, and completed/imported IPSE electronic curriculum data for certificate programs

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Virginia Tech, Blacksburg, VA

Study Circles Facilitator, Government Planning Initiative

(8/2005-12/2006)

Center for Race and Social Policy (RSP), City of Martinsville Community Planning Collaborative, Martinsville, VA

- Completed study circles mentoring classes to mentor community leaders using an urban planning curriculum on community development strategies
- Provided recommendations to the mayor of Martinsville, VA for the city's master plan and community participation strategy

Grant Writer/Program Assistant

(8/2005-12/2006)

Center for Race and Social Policy (RSP)

- Conducted grant writing and organizational research, and managed course offerings, schedules, and guest speaker presentations for the Race and Social Policy Research Certificate

Independent Study Coordinator

(1/2006-5/2006)

Center for Race and Social Policy (RSP)

- Topic: Race and residential segregation in Virginia. Supervised group of 10 student researchers as an independent study coordinator and assistant to the Assistant Director of the Race and Social Policy Center
- Completed literature review and analyzed secondary quantitative data using SPSS

Academic Advisor

(5/2003-8/2003)

Multicultural Academic Opportunities Program (MAOP)

- Provided support, academic mentoring, and extracurricular advisement for 30 undergraduate interns
- Facilitated meetings, prepared seminars, conducted training for professional poster presentations, and prepared fliers/brochures

ACADEMIC APPOINTMENTS

Shepherd University, Shepherdstown, WV

Associate Professor, Sociology

(8/2017-present)

Assistant Professor, Sociology

(5/2013-5/2017)

Department of Sociology, Criminology, and Criminal Justice

- 4-4 Course Load (1 course release as chair; 1 course release as director); SOCI 203 General Sociology (live, online), CRIM 200 Introduction to Criminal Justice (live, online), SOCI 312 Juvenile Delinquency (live, hybrid, online), SOCI 321 Social Stratification, SOCI 392 Co-Op in Sociology, SOCI 402 Criminology (live, hybrid, online), SOCI 418 Faculty-Led Research, SOCI 419 Internship in Sociology and Criminal Justice, and CRIM 415: Gender and Crime (live, online)

Adjunct, College Student Development and Administration (CSDA)

(2/2018-present)

Master of Arts, CSDA Graduate Program

- CSDA 599: Transformational Multicultural Leadership
- Designed curriculum, multimedia course site with video and discussion board

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Instructor, Lifelong Learning Program

(9/2016-10/2016)

Shepherd University, Shepherdstown, WV

- “From Diversity to Multiculturalism” course for the lifelong learners (population of retirees) addressed racial and socio-economic barriers to provoke an understanding of the history of racialization
- Disentangled internal beliefs, attitudes and pre-judgments while encouraging conversation about social justice and change
- Students engaged in self-reflection and conversation about history, identity, intersectionality, and inclusion

West Virginia University, Morgantown, WV

Lead Instructor, Sociology

(8/2015-present)

West Virginia Remote Online Collaborative Knowledge System (WVROCKS)

- SOCI 312 Juvenile Delinquency (online-8 weeks)
- Blackboard, designed curriculum, multimedia course site with video and discussion board

Blue Ridge CTC, Martinsburg, WV

Assistant Professor, Sociology

(8/2007-5/2013)

Division of Social Sciences

- 5-5 Course Load, SOCI299 Social Inequality, SOCI 210 Sociology of Diverse Groups (live and online), PSYC 203 Introduction to Psychology (online), PSYC 205 Abnormal Psychology, COMM 220 Intro to Intercultural Communications (online), SOCI 215 Human Relations (online)

Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VA

Lecturer, Sociology

(1/2006-8/2007)

Department of Sociology, Women Studies, and Africana Studies Programs

- SOC 3004 Social Inequality (enrollment: 50⁺), SOC 1004 Intro to Sociology on-line (enrollment: 75⁺), SOC 2004 Social Problems (enrollment: 45⁺), SOC 3014 Gender Relations on-line (enrollment: 60⁺), SOC 2024 Minority Group Relations (enrollment: 45⁺)
- Developed curriculum and web-based/media course sites for one graduate level course/four required courses in the undergraduate degree program in Sociology, Women’s Studies, and African Studies

Graduate Teaching Assistant, Sociology

(12/2004-12/2005)

Graduate Department of Sociology

- SOC 3004 Social Inequality and SOC 2014 Dating, Family, and Divorce
- Assisted professors with facilitation of in-class activities, graded midterm/final essays, developed/graded online discussion posts, created multiple choice exam questions, and provided guidance/feedback regarding student assignments

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DISTANCE AND DIGITAL LEARNING COLLABORATIVES

Shepherd University

Coordinator, Shepherd Digital

(8/2019-present)

- Merging digital technology projects into one online space with strategy aligned the university's strategic plan for marketing innovative digital liberal arts education
- Identifying professional development opportunities, partnerships, and grants to support computer-mediated communication, cognitive and interactive media projects, and online research-infused course designs for the students and the broader community
- Building strong impactful relationships and leadership in all business units to establish a digital culture at the university
- Providing pedagogical and instructional content for online, hybrid, and traditional formats
- Developing strategies to unify the branding of digital resources to direct best practices and marketing.

Instituto Brasiliense de Direito Publico (Brasília-Brazil) and University Center Christus (Fortaleza CE-Brazil)

Instructor, Collaborative Online International Learning (COIL)

(8/2019-present)

- Three constructive classroom workshops with in-depth conversations about gender identities and the roles of science, society, and culture.
- The film, "Gender Revolution" by Katie Couric/National Geographic will prompt introductory conversations on three campuses about transgender identities and contemporary concepts for understating gender relations.
- The One-Click recorded event dialogues, interdisciplinary assessment, and classroom COIL lectures disentangle internal beliefs, attitudes, and pre-judgments about gender identities in two countries.

West Virginia Higher Education Policy Commission (WVHEPC)

Instructor, Collaborative Online International Learning (COIL) Fellows Program

(11/2016-present)

SUNY Albany, Albany, NY

- Selected to participate in the 2nd Annual COIL Fellows Program
- Completed a 6-week online COIL training course in Blackboard for designing a COILED course
- COIL is a collaborative online international methodology for developing a co-taught multi-cultural experiential online and blended format course in two or more countries

Council of Public Liberal Arts Colleges (COPLAC)

Instructor, COPLAC Digital Mellon Foundation

(8/2016-present)

Asheville, NC

- C. Howard-Bostic and T. Holmes-Davis of Georgia College are nominated to develop and co-teach a Digital History course in a synchronous online format with student teams from two COPAC institutions
- The "[Social Chronicles](#)" course is developed using WordPress
- Students complete 10 service hours, create a digital timeline to chronicle the history of a disadvantaged community near a COPLAC University, and complete assignments to reflect on the impact of service learning on academic, personal, and interpersonal development

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EDUCATION

Virginia Tech, Blacksburg VA

- Ph.D. Department of Sociology, College of Liberal Arts and Human Sciences (5/2011)**
Areas of Specialization: Criminology and Social Stratification
Dissertation Advisor: Professor C. Bailey
Dissertation: "A Qualitative Analysis of (Female-Perpetrated) Intimate Partner Violence"
Graduate Certificates: Race and Social Policy Research, Women's Studies, Citizen's Scholar

State University of New York at Buffalo, Buffalo, NY

- M.U.P. Department of Urban Planning, School of Architecture and Planning (6/2001)**
Area of Specialization: Urban Management
Housing and Human Development (HUD) Fellow
Thesis Advisor: Professor S. Wallace
Thesis: "Mentoring and Asset-based Community Resource Distribution"
Best Professional Thesis Award, Deans Award

- B.A. Social Science Interdisciplinary Studies, College of Arts and Sciences (9/1999)**
Areas of study: Legal Studies (major) and English (minor)

STUDY ABROAD

- Ochos Rios and Kingston, Jamaica Study Abroad, Youth Advocacy (6/2006-7/2006)**
Department of Social Work, Mississippi State University

- Topic: Social construction of youth crime. Conducted applied research, semi-formal interviews, and focus groups in Kingston, Jamaica (Published findings in *The International Journal of Learning*)
- Developed a literature review and a conceptual model on youth crime, analyzed secondary data collected by United Nation's Children Fund (UNICEF), and collaborated with Hope for Children, a non-profit youth service organization
- Coursework: Social Work

- Havana, Cuba Study Abroad, International Research in Urban Planning (5/2001-6/2001)**
UB Center for Urban Studies, State University of NY at Buffalo

- Topic: Politics of the built environment. Completed a literature review and analyzed findings of qualitative research, and conducted focus groups/observation research in Havana, Cuba working as an assistant to the director of UB's Center for Urban Studies
- Coursework: APY 001 City and Nation of Cuba and APY 002 Neighborhood Life and Culture in Havana

PEER-REVIEWED PUBLICATIONS

Howard-Bostic, C., L. Carden, R. Tysor, and C. Morris. (2016). Student perspectives of service learning. *Journal of the East Coast Colleges Social Sciences Association*, 15(1): 1-22.

Howard-Bostic, C. (2015). Transformational leadership and contest evasion: A feminist perspective on leadership, power and success. *Oxford Journal of Academic Perspectives*, 2015(2), 1-31.

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Howard-Bostic, C., J. Smith, and F. Andasheva. (2015). Survey of multi-media assistive technology as universal accommodations for students with special needs. *Journal of Virtuality, Education and Science (Virtualidad, Educación y Ciencia)*, Córdoba, Argentina: Centro de Estudios Avanzados, 1-10.

Howard-Bostic, C. (2015). Corrections in Hungary. *Encyclopedia of Corrections*, 8 August 2015: 1-8.

Howard-Bostic, C. (2015). The innovative hybrid course model: A taxonomy-focused pedagogy in a learner-centered culture. *Journal of the East Coast Social Sciences Association*, 14(1), 96-110.

Howard-Bostic, C. (2014). Women's emotive responses and female-perpetrated intimate partner violence. *Journal of International Criminal Justice Research*, 2: 1-28. Retrieved September 8, 2014.

<http://www.aabri.com/manuscripts/141896.pdf>

Howard-Bostic, C. (2013). Is mutual violent combat (MVC): A gender-neutral conceptualization of intimate partner violence? *International Journal of Arts & Sciences*, 6(2), 361-376.

Howard-Bostic, C. (2009). Stepping out of the third wave: A contemporary black feminist paradigm. *Forum on Public Policy Online*, January 2008 edition.

<http://forumonpublicpolicy.com/summer08papers/archivesummer08/yourpapersname.pdf>.

- Showcased at London Seminar/Reading Group Series at Queen Mary, University of London 4/2013 by the *History of Feminism Network's*

Howard, C. (2006). Justice or injustice in Jamaica: The social construction of juvenile crime. *International Journal of Learning*, 13(1), 47-56.

TEXTBOOK and BOOK CHAPTERS

TEXTBOOK

Basirico, L., C. Howard-Bostic, B. G. Cashion, and J. R. Eshleman. (2015). *The Handbook of General Sociology*, 1st Edition, BVT Publishing: Redding, California. ISBN: 978-1-62751-714-0

BOOK CHAPTERS

Howard-Bostic, C. C. Cobian, L. Levitan, and J. Robbins. (2018). Chapter 4: A program to combat harassment against women: Consideration for implementation at the university, p.97-128 in M. Sapucia and D. Andrade (eds.), *Women's rights: International studies on gender roles and its influence on human rights*. Editora Deviant, Erechim, Rio Grande do Sul- Brazil.

Howard-Bostic, C. (2015). Aggression and violence in teen girls, in *Crime and Criminal Justice in Black Girls and Adolescents: Facing Life Challenges*. P. 349-368 in Ed. C. Fisher Collins, Santa Barbara, CA: Praeger Publishers. <http://www.abc-clio.com/ABC-CLIOCorporate/product.aspx?isbn=9781440830532>

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REVIEWS

GRANT REVIEWS

Grant Reviewer, Herbert Henderson Office of Minority Affairs, Charleston, WV (12/2019-present)

- External review and recommendations for HHOMA Bridge Community Development Block Grants (CDBG) for economic stability, healthcare, social/community, neighborhood environment, community living, and education grants.
- Office of Governor Jim Justice, State Capitol, Charleston, WV

TENURE REVIEW

University of Pittsburgh at Greensburg, Greensburg, PA (7/2019-present)

- External Review and recommendation letter for tenure and promotion

TEXTBOOK REVIEWS

Pearson Humanities, Social Sciences, and Languages, London, United Kingdom (4/2017-7/2017)

Curry, T., R. Jiobu, and C. Fabrizio Pelak. 2019. *Sociology: Evidence and Insights*, ISBN-13: 9780134719979

- C5 Inequalities of Social Stratification, C8 The Economy, C9 The Political Order (7/2017)
- C4 Interaction, Groups, and Organizations, C11 Education (6/2017)
- C6 Inequalities of Race and Ethnicity, C13 Religion (6/2017)
- C3 Socialization and Self, C16 Collective Social Action (4/2017)

McGraw-Hill Higher Education/McGraw-Hill Companies, Inc., New York, NY (8/2010-present)

- Review, critique texts, and offer commentary/feedback on chapter organization and content for topics in the areas of introductory psychology and education

Pine Forge Press and Sage Publications, Thousand Oaks, CA (10/2007-present)

- Review, critique, and offer commentary/feedback sociology textbooks on topics of race, ethnicity, gender, and class
- Honorable mention in acknowledgements on chapter selections in editions 1 and 2 of *The Engaged Sociologist: Connecting the Classroom to the Community* by K. Korgen and J. White

ACADEMIC JOURNAL REVIEWS

Pearson (4/2017-present)

London, United Kingdom

- Review topics on urban sociology

SAGE-Open (1/2015-present)

Thousand Oaks, CA

- Review topics on urban sociology

Hypatia: A Journal of Feminist Philosophy, Wiley-Blackwell Publishers (9/2014-present)

Indianapolis, IN

- Review topics on feminism and competition

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The International Journal of Learning

(8/2006)

Altona, Victoria, Australia

- Reviewed, critiqued, and offered online commentary/feedback on three research articles on topics of global inequality that were published in volume 13

AREAS OF STUDY

SOCIAL JUSTICE

Anti-human trafficking
Disability services and accommodations
Mental health and family violence
Restorative justice and drug offenses

INTERPERSONAL VIOLENCE

Aggression pathways and cross-cultural motivations
Theories of gender and intimate partner violence
Control and bidirectional relationship violence

DIGITAL SOCIOLOGY

Social Justice Chronicling/Digital history
Cyber/digital Bullying
Online and learner-centered pedagogy

SOCIAL STRATIFICATION

Pedagogy and race
Multicultural transformational leadership
Black feminist thought and third-wave feminism

PRESENTATIONS

ACADEMIC CONFERENCES

Howard-Bostic, C. (December, 2019). "Gender Revolution: Breaking Resistance in the Classroom." Paper presented at the *Social Changes, Humanities, and Education International Conference*, Washington, DC.

Howard-Bostic, C. (August, 2019). "Breaking Resistance: Pedagogy for Educators who Teach Race." Paper presented at the *Hawaii International Conference on Education*, Honolulu, HI.

Howard-Bostic, C. (December, 2018). "The Revolving Door in Healthcare." Paper presented at the *Social Changes, Cultures, and Education International Conference (SCCE)*, Washington, DC.

Howard-Bostic, C. and R. Anthony. (April, 2018). "Teaching race and racial inequality in online classes." Paper presented at the *North Central Sociological Association Annual Meeting*, Pittsburgh, PA.

Howard-Bostic, C. (September, 2017). "Appalachian communities at risk: Drugs, opioids, and families in peril." Findings presented at the *Appalachian Heritage Festival*, Shepherdstown, WV.

Howard-Bostic, C., J. Robbins, and C. Cobian. (April, 2017). "Bystander invention and social action on the college campus." Findings presented at the *43rd Annual Conference Roundtable of the East Coast Colleges Social Science Association*, Herndon, VA.

Howard-Bostic, C. (September, 2016). "Education across generations." Findings presented at the *International Conference on Leadership, Ethics, and Urban Issues*, Washington, DC.

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Howard-Bostic, C. (July, 2016). "Conceptualizing control when women hit their violent partners." Paper presented at the *Third International Conference on Advances in Women's Studies (AWS)*, Buffalo, NY.

Howard-Bostic, C. (April, 2016). "Assessing multicultural workshops: Engaging faculty, staff, students, and the community." Findings presented at the 42nd Annual Conference Roundtable of the *East Coast Colleges Social Science Association*, Herndon, VA.

Howard-Bostic, C. (April, 2015). "New leadership techniques: Extending the conceptualizing of transformational leadership theory." Paper presented at the 41st Annual Conference Roundtable of *East Coast Colleges Social Science Association*, Herndon, VA.

Howard-Bostic, C. (April, 2015). "Survey of multi-media assistive technology as universal accommodations: An academic disability services initiative." Paper presented at the *2015 Global Conference on Education, Research, & Policy*, Washington, DC.

Howard-Bostic, C. (March, 2015). "An intervention model for proactive female-perpetrated domestic violence." Paper presented at the *Academy of Criminal Justice Sciences (ACJS) 52nd Annual Meeting*, Orlando, FL.

Howard-Bostic, C. (2014). "Emancipation by evading a contest: A feminist perspective on power and success." Paper presented at the *Oxford Women's Leadership Symposium*, Somerville College, Oxford, England.

Howard-Bostic, C. (April, 2014). "A hybrid learner-centered pedagogy." Paper presented at the 40th annual conference *East Coast Colleges Social Science Association*, Herndon, VA.

Howard-Bostic, C. (2014). "Women's emotive responses and female-perpetrated intimate partner violence." Paper presented at the *Academic and Business Research Institute (AABRI) 2014 San Antonio Conference*, San Antonio, TX.

Howard-Bostic, C. (2013). "Is mutual violent combat a gender-neutral conceptualization of bidirectional intimate partner violence?" Paper presented at the *International Journal of Arts and Science Conference: Harvard University*, Cambridge, MA.

Howard-Bostic, C. (2008). "Black feminist paradigm: Perspectives on female-perpetrated intimate partner violence." Paper presented at the *Oxford Round Table on Women's Leadership in Politics and the Professions*, Oxford, England.

Howard, C. (2006). "The social construction of juvenile crime." Video presentation at *The Learning Conference*, Montego Bay Community College, Montego Bay, Jamaica.

Howard, C. (2005). "Impacts of hidden forms of racism on black students attending predominantly white universities." Paper presented at the *Southern Sociological Association Annual Meeting*, Charlotte, NC.

Howard, C. (2005). "Conformity and collectivism as deviant workplace behavior." Paper presented at the *Department of Education 21st Annual Graduate Research Symposium and Exposition*, Blacksburg, VA.

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Howard, C. (2005). "Workplace group profiling." Department of Education. Poster presented at the *21st Annual Graduate Research Symposium and Exposition*, Blacksburg, VA.

Howard, C. (2004). "Constraints of black professional women in the workplace: A black feminist perspective." Paper presented at the *Southern Sociological Association Annual Meeting*, Atlanta, GA.

KEYNOTE PRESENTATIONS

Howard-Bostic, C. (October, 2019). "Hospitality: Cultivating Space." Keynote presented at the Meritus Health, Inc. in Hagerstown, MD.

Howard-Bostic, C. (October, 2018). "Agency and Structure." Keynote presented at the *Arthur O. Eve Educational Opportunity Program (EOP) Honors Convocation* at the State University of NY at Buffalo (UB).

Howard-Bostic, C. (November, 2018). "Closing the Revolving Door by Addressing Social Dysfunctions." Keynote presented at the Meritus Health, Inc. in Hagerstown, MD.

Howard-Bostic, C. (November, 2017). "Stop human trafficking." Keynote presented at the *Education, Research, Humanities, and Statistics International Conference*, Washington, DC.

Howard-Bostic, C. (November, 2017). "Steadfast and immovable." Keynote presented at the Freedom Fund Dinner, *Berkeley County NAACP*, Martinsburg, WV.

Howard-Bostic, C. (June, 2017). "Empowering academia and the community using bystander intervention." Keynote presented at the *Fourth International Conference on Advances in Women's Studies (AWS)*, Ontario, Canada.

Howard-Bostic, C. (September, 2016). "Education across generations: Disenfranchised socialization processes." *International Conference on Leadership, Ethics, and Urban Issues*, Washington, DC.

Howard-Bostic, C. (June, 2016). "Value of life and definition of education." Keynote presented at the Medgar Evers Dinner, *Buffalo Chapter of NAACP*, Buffalo, NY.

Howard-Bostic, C. (December, 2015). "Assessing multicultural workshops: Engaging faculty, staff, students, and the community." Keynote presented at the *Interdisciplinary Conference on Education, Leadership, Humanities, and Arts*, Washington, DC.

Howard-Bostic, C. (April, 2015). "Why women hit their violent partners." Keynote presented at the *14th Annual Research Symposium at Winston-Salem State University*, Winston-Salem, NC.

FORUMS

Howard-Bostic, C. (September, 2019). Facilitator. "Gender Revolution Film and Dialogue," Shepherd University, Shepherdstown, WV.

Howard-Bostic, C. (September, 2019). Moderator. "Tumbling Monuments, Fractious Politics, Post-Obama and Black Lives Matter," Shepherd University, Shepherdstown, WV.

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Howard-Bostic. C. (September, 2018). Moderator. "Community Collaboration: Berkeley County Community Forum," Martinsburg Highschool, Martinsburg, WV.

Howard-Bostic. C. (February, 2018). Featured speaker. "Entrepreneurship: A black history celebration," South Middle School, Martinsburg, WV.

Howard-Bostic. C. (September, 2017). Panelist. Multicultural festival for Martinsburg Renew, Berkeley County Schools, and Olweus Anti-Bullying Campaign, Martinsburg, WV.

Howard-Bostic. C. (November, 2016). Moderator. 2015 Documentary "He Named Me Malala," Eastern Panhandle Chapter of Delta Sigma Theta Sorority, Inc., Storer Ballroom, Shepherdstown, WV.

Howard-Bostic. C. (October, 2016). Panelist. Dialogue on constructive race-related discourse, Byrd Center for Congressional History and Education, Shepherdstown, WV.

Howard-Bostic. C. (October, 2015). Panelist. "After Obama: An assessment of post-Obama America and the racial divide," Appalachian Heritage Festival, Byrd Center for Congressional History and Education, Shepherdstown, WV.

Howard-Bostic. C. (September, 2015). Speaker. "Instilling motivation in high school students taking AP courses," Parent Café, *West Virginia Achievement Project (WVAP)*, Jefferson County Schools, Shepherdstown, WV.

SESSION CHAIR

Session Chair. (August, 2018). "Curriculum, Research and Development." *17th Annual Hawaii International Conference on Education*, Honolulu, HI.

Session Chair. (May, 2017). "Women empowerment through education and leadership." *Fourth International Conference on Advances in Women's Studies 2017*, Ontario, Canada.

Session Chair. (November, 2015). "The arts and politics: Defending or challenging—the status quo." *WV Consortium for Faculty/Course Development in International Studies (FACDIS)*, Morgantown, WV.

Session Chair. (April, 2014). "New frontiers: Models for redesign in the social and behavioral sciences." *East Coast Colleges Social Science Association 40th Annual Conference Roundtable*, Herndon, VA.

TRAININGS

Co-Facilitator, Civility Issues: Short & Long-term Approaches (9/2019)

R. Stevens and C. Howard-Bostic, Focus on Student Learning (FOSL)

- Shepherd University, Shepherdstown, WV
- 50+ faculty, staff, and students in attendance

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Facilitator, Help Bridge (HB) Empowerment Project (6/2017-present)

- Help Bridge (HB) Empowerment is a social justice training that provides an opportunity for students to be immersed in knowledge about multicultural leadership
- 250+ Boys and Girls Club members, high school, and middle school students in Berkeley and Jefferson counties participate in two-day training sessions designed to cultivate student leadership through multiculturalism and communication strategies

Co-Facilitator, Navigating Civility Issues: Tools to Engage Students in the Moment (3/2018)

R. Stevens and C. Howard-Bostic, Focus on Student Learning (FOSL)

Shepherd University, Shepherdstown, WV

- 60+ faculty and staff in attendance

Facilitator, Uncovering Coercive Exploitation: Human Trafficking (2/2018)

U.S. Customs and Border Protection, Advanced Training Center, Harpers Ferry, WV

- 50+ officers and staff in attendance

Facilitator, Embracing Diversity: A Mandate for Caregivers (10/2017)

Meritus Medical Center, Hagerstown, MD

- 60+ healthcare professionals in attendance

FACULTY-LED RESEARCH

Undergraduate Research

K. Maxson presented "Poverty, Parenting, and the likelihood of Abusing Opiates" at *Social Changes, Cultures, and Education International Conference* (SCCE) in Fall 2018.

<https://www.shepherd.edu/news/sloper-maxson-howard-bostic-present-at-international-conference/>

E. Sloper presented "Political Affiliation and Gun Policy" at *Social Changes, Cultures, and Education International Conference* (SCCE) in Fall 2018.

<https://www.shepherd.edu/news/sloper-maxson-howard-bostic-present-at-international-conference/>

T. Dotson and N. Stotler. "Civic learning and Democratic Engagement as an Expectation" at the *Education, Research, Humanities, and Statistics International Conference*, Spring 2018 (Supervised by Dr. C. Howard-Bostic and Dr. Lindsey Levitan in Psychology).

<http://www.shepherd.edu/news/dotson-stotler-present-research-at-international-conference/>

K. Leiter. "Providing Support on College Campuses to Individuals Subject to Interpersonal Violence" at *East Coast Colleges and Social Sciences Association*, Spring 2017 (Supervised by Dr. C. Howard-Bostic and Dr. Joseph Robbins).

<http://www.shepherd.edu/news/dating-violence-research-presented-at-social-science-conference/>

L. Carden, R. Tysor, and C. Griffin. "The College Experience using Service Learning" at the *Annual East Coast Colleges Social Sciences Association Meeting*, Spring 2015 (Supervised by Dr. C. Howard-Bostic).

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L. Carden-Watson. "Service Learning and Civic Engagement: Transforming the College Experience" at Mid-Atlantic Undergraduate Social Research Conference, Spring 2016 (Supervised by Dr. C. Howard-Bostic).

S. Bruinton, "Multicultural Education" at Mid-Atlantic Undergraduate Social Research Conference Submission, Spring 2016 (Supervised by Dr. C. Howard-Bostic).

<http://www.shepherd.edu/news/howard-bostic-students-present-research-at-international-conference/>

Graduate Students and Interdisciplinary Research

L. Carden-Watson (Sociology- McMurrin Scholar), R. Tysor (Nursing), M. Aubee (Nursing). "Multicultural Education and Diversity" at East Coast Colleges Social Sciences Association annual meeting in Herndon, Virginia, Spring 2016 (Supervised by Dr. C. Howard-Bostic).

<http://www.shepherd.edu/news/students-to-present-findings-from-multiculturalism-project/>

M. Johnson (graduate student, CSDA) and S. Bruinton (Sociology). "Survey of Multicultural Education, Media Images, and Expectations of Minority Group Members on Campus" at the 2016 Advena World *Interdisciplinary Conference on Education, Leadership, Humanities, and Arts*, Spring 2016 (Supervised by Dr. C. Howard-Bostic and Dr. L. Levitan).

<http://www.shepherd.edu/news/howard-bostic-students-present-research-at-international-conference/>

L. Knock (Political Science Major, Sociology Minor). "Congressional Term Limits and Approval Ratings" at Mid-Atlantic Undergraduate Social Research Conference, Spring 2016 (Supervised by Dr. C. Howard-Bostic and Dr. S. Slocum-Schafer).

R. Tysor (Nursing), "Multicultural education integrating the community and academia" at Mid-Atlantic Undergraduate Social Research Conference, Spring 2016 (Supervised by Dr. C. Howard-Bostic).

Shepherd Alumni

B. Sowers. "The Prevalence of Bullying among Obese or Overweight Adolescents" at North Central Sociological Association's annual conference in Pittsburgh, PA, Spring 2018 (Supervised by Dr. R. Anthony and Dr. C. Howard-Bostic).

https://www.heraldmailmedia.com/news/education/shepherd-professors-alumna-make-presentations-at-sociological-conference/article_bfdf7b4c-bdc4-52e2-b7df-6a997dd456fd.html

CERTIFICATIONS and TRAINING

CERTIFICATIONS

4/2019	Human Subjects Research: Collaborative Institutional Training Initiative
5/2017	Life Coach Certification, Integrative Wellness Academy
10/2016	<i>Quality Matters</i> Update, West Virginia University
8/2015	Teaching Blackboard Certification, West Virginia University
7/2014	<i>Quality Matters</i> Rubric Update, E-learning Certification, West Virginia University

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4/2014	NIH Online Training, IRB: Human Research Compliance, Shepherd University
11/2013	First Aid and CPR, Washington, DC
2/2013	<i>Quality Matters</i> Online Course Review Certification, West Virginia University
1/2011	Race and Social Policy Research Certificate, Virginia Tech
1/2011	Women's Studies Teaching Certificate, Virginia Tech
1/2010	Blackboard: Creating Web-based Courses, Blue Ridge CTC

TRAINING

5/2018	Leadercast Washington, Hagerstown Community College, Hagerstown, MD
10/2017	Autism Spectrum, Program for Students with Autism Spectrum Disorder, Marshall University
2/2017	Collaborative Online International Learning (COIL) Training, Glenville State College
1/2017	Title IX Training, Shepherd University
1/2017	Digital History and WordPress Training, COPLAC
11/2016	Collaborative Online International Learning (COIL) Course, SUNY Albany
10/2016	Create Inclusiveness and Affirming Learning Environments, Diversity Training Group
3/2016	End Violence Against Women International (EVAWI), Washington, DC
5/2015	The Great Teachers Seminar, Cairo, WV
2/2015	AARP Driver Safety Course, Shepherd University
12/2005	Designing Web-Based Surveys, Virginia Tech

COURSEWORK

CSDA 599 Transformational Multicultural Leadership	SOCI 402 Criminology (hybrid, online)
SOCI 321 Social Stratification	SOCI 312 Juvenile Delinquency (hybrid, online, 8-wk)
SOCI 3014 Gender Relations (online)	CRIM 415 Gender and Crime (live, online)
SOCI 3004 Social Inequality	CRIM 200 Intro to Criminal Justice (live, online)
SOCI 2024 Minority Group Relations	SOCI 215 Human Relations (online)
SOCI 220 Sociology of Diverse Groups (live, online)	SOCI 205 Social Problems
SOCI 203 General Sociology (live, online)	COMM 220 Intercultural Communications (online)
PSYC 203 Introduction to Psychology	PSYC 309 Abnormal Psychology
SOCI 418: Faculty-led Research	SOCI 392 Cooperative Learning in Sociology
SOCI 419 Capstone: Internship in SOCI and Criminal Justice	SOCI 399: Social Chronicles: Digital History

AWARDS, GRANTS, SCHOLARSHIPS, and MEDIA COVERAGE

AWARDS

5/2020	Outstanding Academic Advisor, Shepherd University
1/2020	West Virginia Mother of the Year, American Mothers
9/2019	Outstanding Professional Development, Shepherd University
9/2018	2018 Distinguished Alumni Award, Educational Opportunity Program, University of NY at Buffalo
4/2017	Outstanding Service Award, Distinguished Faculty Award, Shepherd University
2/2017	Leadership Award, Berkeley County Schools, Martinsburg, WV

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6/2016	Resolution for Community Leadership, State of NY Legislature of Erie County
4/2015	Outstanding Teacher Award, Distinguished Faculty Award, Shepherd University
8/2015	Featured on Library READ Poster, Shepherd University
12/2014	Storer College Award, Distinguished Faculty Teaching and Research Award, Shepherd University
2/2010	Faculty of the Month, Blue Ridge CTC
1/2005	Citizen Scholar Award, Distinguished Student Award, Graduate School, Virginia Tech
8/2005	Graduate Research Award, Department of Education, Virginia Tech
5/2001	Best Professional Thesis, School of Architecture and Regional Planning, University of NY at Buffalo
1/2000	Dean's Award, School of Architecture and Regional Planning, University of NY at Buffalo

GRANTS

8/2000	\$4000	WISE Mentoring Program, HEPC's Diversity for Equity Grant
2/2015-	\$15000	WV Remote Online Collaborative Knowledge System (WVROCKS)
8/2018	\$750	Faculty Development Mini Grant, Breaking Resistance Pedagogy, Shepherd University
4/2017	\$2000	Help Bridge, Boys and Girls Club, WVDHHR Department of Behavioral Health Facilities
8/2017	\$500	Faculty Development Mini Grant, Human Trafficking Workshop, Shepherd University
9/2016	\$1000	Assessment Mini Grant, Reg Flag Campaign, Shepherd University
8/2016	\$6000	COPLAC Digital Mellon Foundation Grant, COPLAC
1/2016	\$500	Faculty Development Mini Grant, Shepherd University
9/2015	\$500	Project Funding, Multiculturalism Workshop, Alumni Association, Shepherd University
9/2015	\$1000	Assessment Mini Grant, Center for Teaching and Learning, Shepherd University
7/2015	\$1000	Paul and Lisa Welch Foundation Endowment, Shepherd University
5/2014	\$500	Faculty Development Mini Grant, Shepherd University
4/2014	\$1000	Assessment Mini Grant, Shepherd University
11/2014	\$380	Travel Grant, WV Consortium for Faculty/Course Development in International Studies
5/2013	\$500	Faculty Development Mini Grant, Shepherd University
5/2013	\$1000	Assessment Grant, Center for Teaching and Learning, Shepherd University

SCHOLARSHIPS

1/2005	Graduate Research Assistantship, Department of Africana Studies, Virginia Tech
1/2004	Graduate Teaching Assistantship, Department of Sociology, Virginia Tech
8/1999	Housing and Urban Development Fellowship/Scholarship, UB Center for Urban Studies

MEDIA COVERAGE

(2019). "[Shepherd professor presents study at international conference in Hawaii.](#)" *The Journal*, January 18, 2019, Martinsburg, WV.

Partington, M. (2018). "[Shepherd students, professor present at international conference.](#)" *Herald Mail Media*, December 14, 2018, Hagerstown, MD.

(2018). "[Shepherd professor honored as distinguished alumna by alma mater.](#)" *Herald Mail Media*, November 8, 2018, Hagerstown, MD.

Vincent, J. (2018). "[Respect, communication stressed at Martinsburg diversity forum.](#)" *Herald Mail Media*, September 19, 2018, Hagerstown, MD.

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(2018). "[Shepherd to host racial-justice workshop Saturday.](#)" *Herald Mail Media*, April 8, 2018, Hagerstown, MD.

Cox, A. (2018). "[Shepherd representatives present at annual sociological conference.](#)" *The Journal*, April 26, 2018, Martinsburg, WV.

Heath, M. (2018). "[Celebrating black history: South Middle students take part in assembly.](#)" *The Journal*, February 21, 2018, Martinsburg, WV.

Local DMV.com. (2017). "[WV We Care service project: Berkeley County students are helping their counterparts in Houston.](#)" *WEPM 93.7*, November 15, 2017, Hagerstown, MD.

Stephens, A. (2017). "[Steadfast and immovable: Third annual freedom fund dinner held.](#)" *The Journal*, November 20, 2017, Martinsburg, WV.

Cox, A. (2017). "[Berkeley County students to receive special training.](#)" *The Journal*, October 20, 2017, Martinsburg, WV.

McMillan, E. (2017). "[Shepherd professor brings leadership social justice training to Berkeley County schools.](#)" *WEPM 93.7*, October 19, 2017, Hagerstown, MD.

Koval, H. (2017). "[Dr. Howard-Bostic and opioids in West Virginia: This is our problem.](#)" *The Picket*, September 26, 2017, Shepherdstown, WV.

Dellinger, M. (2016). "[Shepherd hosts talk on race relations.](#)" *The Journal*, October 11, 2016, Martinsburg, WV.

Belisle, R. (2016). "[Shepherd red-flag display raises dating-violence awareness.](#)" *Herald News*, October 4, 2016, Charlestown, WV.

"[Red flag campaign.](#)" (2016). *The Picket*, September 30, 2016, Shepherdstown, WV.

"[Howard-Bostic: Sociology and Veteran Services.](#)" (2015). *Women of Distinction Magazine (WDM)* – Digital Edition, October 2015, p.36.

DEPARTMENT and COLLEGE/UNIVERSITY SERVICE

DEPARTMENT SERVICE

1/2017-present	Faculty Advisor, Anti-Human Trafficking Taskforce, Shepherd University
1/2014-present	Faculty Advisor, Alpha Kappa Delta Honor Society, Shepherd University
1/2014-present	Faculty Advisor, Sociology and Criminology Club, Shepherd University
1/2014-present	Sociology and Criminal Justice Internship Supervisor, Shepherd University
8/2013-present	Undergraduate Academic Advisor, Shepherd University

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COLLEGE/UNIVERSITY SERVICE

1/2019-present	Professional Status Committee, Promotion and Tenure, Shepherd University
6/2018-present	University Strategic Planning Committee, Shepherd University
1/2018-present	Academic Restructuring Committee, Shepherd University
12/2016-present	Civility Response Team (CRT), Shepherd University
8/2016-present	Anti-Human Trafficking Task Force, Shepherd University
8/2016-present	Prevention Task Force, Shepherd University
8/2016-present	Diversity and Equity Committee, Shepherd University
1/2014-present	Gender and Women's Studies Board, Shepherd University
1/2014-present	Student Success Committee, Shepherd University
1/2014-present	Campus Tree Committee, Shepherd University
8/2018-1/2019	Co-Chair, Promotion and Tenure Committee, Shepherd University
8/2013-1/2018	Assessment Task Force, Shepherd University
8/2008-5/2013	Multicultural Club, Faculty Advisor, Blue Ridge CTC
5/2008-5/2013	Chair, Assessment Committee, Blue Ridge CTC
8/2007-5/2013	Retention Committee, Blue Ridge CTC
8/2007-5/2013	Technology Committee, Blue Ridge CTC

PROFESSIONAL MEMBERSHIP

ACADEMIC ASSOCIATIONS

8/2018-present	Academy of Criminal Justice Sciences (ACJS), Victimology Section
2/2018-present	North Central Sociological Association (NCSA), Ontario Canada, IN, MI, KY, PN, WV
4/2017-present	General Studies Advisory Council, Blueridge CTC, Martinsburg, WV
11/2013-present	Member, WV Consortium for Faculty/Course Development in International Studies (FACDIS)
1/2004-6/2011	American Sociological Association, Washington, DC
1/2004-6/2011	SSSP, Permanent Organization and Strategic Planning Committee, Knoxville, TN
1/2004-6/2011	Society for the Study of Social Problems (SSSP), Knoxville, TN
1/2004-6/2011	Midwest Sociological Society, Des Moines, IA
1/2003-6/2011	Southern Sociological Association, Mississippi State, MS

COMMUNITY ORGANIZATIONS

02/2018-present	Martinsburg-Berkeley County, Chamber of Commerce, Martinsburg, WV
01/2017-present	Volunteer, South Middle School Step Team
11/2016-present	Judge, NASA IV&V Robotics Alliance Project, NASA Lego League Tournaments
12/2012-present	Berkeley County Diversity Council, Martinsburg, WV
10/2012-present	Troop Leader, Girl Scouts of America #40160, Hedgesville, WV

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EXECUTIVE BOARDS

11/2019-present	Chair, Fundraising Committee, Jefferson County Drug Court Advisory Committee, Charles Town, WV
2/2019-present	Member, Jefferson County Drug Court Advisory Committee, Charles Town, WV
1/2018-present	Chair, Strategic Planning Committee, WV University Healthcare, Martinsburg, WV
7/2015-present	Member, Board of Directors, WV University Healthcare, Martinsburg, WV
4/2016-3/2018	Member, Board of Directors, American Civil Liberties Union (ACLU), Charleston, WV
8/2014-5/2016	Member, Board of Directors, East Coast Colleges Social Science Association, Herndon, VA
8/2010-5/2011	Member, Board of Directors, Rocky Knoll Seventh Day Adventist School, Martinsburg, WV

HONOR SOCIETIES

4/2017-present	Phi Beta Delta, Theta Epsilon Chapter Honor Society, Shepherdstown, WV
4/2007-present	Gamma Beta Phi National Honor Society and Service Organization, Blacksburg, VA
4/2006-present	Alpha Kappa Delta International Sociology Honor Society, Blacksburg, VA
3/2006-present	Phi Kappa Phi of Virginia, Blacksburg VA
1/2004-present	Sisters of the Academy (SOTA), Auburn, AL
3/2006-8/2013	Alpha Xi Chapter of Alpha Epsilon Lambda, Blacksburg, VA

COMMUNITY INITIATIVES and SOCIAL JUSTICE PROJECTS

COMMUNITY INITIATIVES

- Criminal Justice Lecture Series** (9/2018-present)
Criminal Justice and Legal Professionals in the US and Abroad
- Organize three professional speaking events per semester provide students and the community unique interdisciplinary topics in the criminal justice field (in person and using video conferencing)
 - Highlights the work of criminal justice practitioners and researchers who are dedicated to improving criminal justice practice and policy
 - Provides students and the community immediate access to a network of professionals
- Social Science Day** (4/2017)
South Middle School, Shepherdstown Middle School, Boys and Girls Clubs of America
- 50+ participants in attendance including 8th grade students from Berkeley and Jefferson Counties
 - 8th grade students meet Shepherd students in the student center, stroll the grounds of the campus, experience a class, and have lunch
- Data Collection, Point-in-Time Homelessness Survey** (1/2014-present)
Department of Health and Human Services, Martinsburg, WV
- Travel to designated sites, conduct interviews using a HUD survey instrument to assess homelessness, mental illness, substance use, domestic violence, and HIV/AIDS
- Coordinator, Service-Learning Project** (8/2013-present)
Immanuel's House Soup Kitchen, Martinsburg, WV
- Lead 100+ students enrolled in General Sociology and Social Stratification in initiative to volunteer/serve food, clean the facility, and collect/distribute donations for the local shelter and women's center

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Leader, International Student Ambassador Program

(11/2012-07/2013)

People to People, Inc., Leadership Ambassador Program, Spokane, WA 99224

- 46 delegates (elementary school); Canadian West Voyage (Vancouver, Calgary, Victoria, Kelowna, Banff)
- International travel, organizing meetings, collecting data reports, managing homework, fundraising assistance, and meeting summaries

Project Coordinator, Community African American History Retreat

(6/2005-8/2005)

Harriet Tubman Retreat, Community Action Organization (CAO) of Erie County, Auburn, NY

- 400+ youth and adults in attendance at the Harriet Tubman Home in Auburn, NY
- Performed duties assisting the executive director of CAO
- Collected historical photographs for a four tent, African history exhibit and performed outreach to church groups, historians, educators, community leaders and citizen
- Recruited poetry readers, performers, guest speakers, government representatives, and coordinated the libation ceremony, informative workshops, focus group sessions, film screenings, and group tours

SOCIAL JUSTICE PROJECTS

Breaking Resistance Social Justice Documentary (BRSJD) Project

(9/2019)

Dr. P. Cross, Director of Africana Studies at Georgia College in Milledgeville, GA

Dr. J. Sandy, Associate Professor of History, Shepherd University, Shepherdstown, WV

- Multi-campus digital-learning assignment and research initiative
- Students in SOCI 321: Social Stratification and GWST 200: Intro Gender & Women's Studies complete an intradisciplinary course assessment; Georgia College students also complete course assessment
- Viewing of Katie Couric's film, *Gender Revolution* on each campus and engage a theory-focused dialogue that includes an IRB approved survey about perceptions about gender identities

Recovery Boys Dialogue: Overcoming Opioid Abuse (Documentary Project)

(9/2018)

West Virginia Public Broadcast

- Sponsored community dialogue about opioid epidemic and community-based solutions
- 150+ community members, stakeholders, politicians, and students to discuss

WV We Care: Hearts and Hands

(11/2017)

TRIO Support Services, Tomahawk Intermediate School, CE King Rebuild Relief Group

- Partnered to ship snacks for Royalwood Elementary School students in Houston, TX to help them recover from adverse effects of Hurricane Harvey
- 100+ participants for Danceathon fundraiser

Teach-In on Human Trafficking II

(10/2017)

Anti-Human Trafficking Taskforce, WV Attorney General, Jefferson County Health Department

- 100+ participants in attendance including faculty, staff, students, and local community
- Howard-Bostic facilitated the Teach-In panel discussion and Q & A session
- The seminar included a Teach-In event, a panel discussion about law enforcement, a group discussion about legislation, a study circle about community, and a mini conference.

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KIVA Campaign

(4/2017)

Alpha Kappa Delta Honor Society, Sociology and Criminal Justice Club

- Faculty, staff, students, and local community members participated in a coin drive to provide loans for global economic development projects in Cambodia, Guatemala, Kenya, Egypt, Ghana, and Uganda

Teach-In on Human Trafficking I

(1/2017)

Anti-Human Trafficking Taskforce, Shenandoah Women's Center, Catholic Ministries

- 120+ participants in attendance including faculty, staff, students, and local community
- For National Slavery and Human Trafficking Prevention Month, the Teach-In catered to the dangers of human trafficking and ways to prevent and eliminate this worldwide problem.
- Howard-Bostic organized and facilitated the Teach-In panel discussion and Q & A session, showing of a ted talk video, and dynamic spoken word poetry session
- The seminar included a Teach-In event, a panel discussion about law enforcement, a group discussion about legislation, a study circle about community, and a mini conference about health care responses to human trafficking situations

From Diversity to Multiculturalism Workshop

(10/2015)

Sociology and Criminology Club, Office of Multicultural Student Affairs

- 125 workshop participants including faculty, staff, students, and local community
- Three sociological clinics using Shakti Butler's documentary, "Cracking the Codes: The System of Racial Inequity" to explore dialogue about racial inequities
- Implementation of multicultural education by exploring stereotypes and symbols, social conflict, and power dynamics impacting multicultural relationships

PROFESSIONAL EXPERIENCE – URBAN PLANNING AND COMMUNITY DEVELOPMENT

Fillmore-Leroy Area Residents, Inc., Buffalo, NY

(7/2001-5/2003)

Executive Director, Housing and Human Services

- 501(c)(3), community-based provider of housing, senior, and youth services
- Supervised nine full-time, eleven staff, seventy-seven part-time employees, and four interns
- Conducted employee performance plans and program evaluations
- Developed 18 programs for housing, community, business, and economic development initiatives
- Established/maintained partnerships with 100+ agencies and small businesses
- Obtained \$500,000+ in new grant funding for programs and organizational operation costs

Buffalo Olmsted Parks Conservancy, Buffalo, NY

(5/2000-8/2001)

Community Liaison and Outreach Coordinator

- Coordinated tree plantings, historical park education programs, and served as liaison for 200+ organizations
- Facilitated grant-writing training sessions for non-profit organizations, completed program budgets, conducted surveys, facilitated community meetings, and attended conferences/workshops,
- Designed press releases, professional newsletters, pamphlets/brochures, and computerized park maps using Geographic Information Systems (GIS)

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Bethel Community Development Corporation, Bethel AME Church, Buffalo, NY (5/1999-4/2001)

Associate Community Planner

- Federally funded grant, non-profit community and housing development corporation
- Worked with a team on a housing financial feasibility study for a rehab and new-build construction project using Adobe Photoshop, ESRI Arc Desktop, Microsoft Word, Excel, Publisher, and Access

United Neighborhoods, Inc., Leadership Development Program, Buffalo, NY (1/2000-5/2000)

Facilitator, Leadership Training

- Provided program outreach, conducted community-based research for newsletters, and designed brochures/pamphlets
- Coordinated/conducted monthly leadership development training for managers in non-profit management positions (enrollment: 17)
- Developed learning activities, questionnaires, and surveys for six training modules: successful meetings, goals and change, positive reinforcement, confrontation counseling, performance appraisals, and beliefs and values in the workplace

Office of Urban Initiatives (OUI), State University of NY at Buffalo, Buffalo, NY (5/1999-1/2000)

Intern, Housing and Urban Development (HUD) Fellow

- Coordinated economic development projects for the Business Opportunities Program serving as an assistant to the Economic Development Specialist and collaborated with local organizations, financial institutions, and government officials
- Interviewed local small business owners and trained women/minority business owners on loan preparation and maintenance

CRUCIAL Human Services Center, Buffalo, NY (5/1999-5/2000)

Grant Writer

- PI for youth program grants
- Coordinated outreach and youth/community program implementation and completed project layouts, staff reports, and written program guidelines
- Established/prepared reviewing/monitoring