

Jennifer Butler-Williams

Cell (814) 873-5474 / Office (602) 557-5036 / Fax (602) 643-7739
Jennifer.Butler.Williams@gmail.com / Proofreading.by.JBDubbs@gmail.com

Professional Credentials

Education

M.A. Spring 2006	Edinboro University of Pennsylvania <i>Master of Arts in Communication Studies</i> Concentration in Communication Masters Thesis Project – Autoethnography : Body Art	Edinboro, PA G.P.A. 3.5
Certificate Fall 2005	Edinboro University of Pennsylvania <i>Certificate in Conflict Management</i> Primary studies in Conflict Resolution and Management	Edinboro, PA G.P.A. 3.75
B.A. Fall 2003	Edinboro University of Pennsylvania <i>Bachelor of Arts in English-Writing</i> Concentration in English writing and Journalism	Edinboro, PA G.P.A. 3.17
Diploma Spring 2000	Northwestern School District <i>High School Diploma (with distinction)</i> Primary studies in Liberal Arts with College Preparatory Classes Attained college credits in English Writing and English Literature	Albion, PA G.P.A. 4.23

Professional Affiliations & Memberships

Adjunct Faculty Association for Maricopa Community Colleges	2010-current
Secretary of the Executive Board	2011-current
National Association of Professional Women	2010-current
Founding Mesa Chapter President	2011-current
Women of Visionary Influence Member	2011-current
Vice President of Administration	2011-current
SGI-USA Member (Red Mountain District)	2011-current
International English Honor Society	
Sigma Tau Delta <i>Alumni Epsilon Chapter</i>	2010-current
Sigma Tau Delta <i>Alpha Eta Chi Chapter</i>	2001-2006
Graduate Honor Society	
Alpha Epsilon Lambda <i>National Member Recognition</i>	2005-Life time
Alpha Epsilon Lambda <i>Alpha Nu Chapter</i>	2004-Life time

Past Affiliations

Society of Professional Journalists	2004-2006
National Communications Association	2005-2006
Red Hat Society (College Chapter, Co-Founder)	2005-2006
International Thespian Society	1997-2000
National Honor Society	1997-2000

Professional Experience

Chandler-Gilbert Community College

2011-current

Estrella Mountain Community College

2011-current

I am currently an adjunct faculty member on ground teaching public speaking and other entry level communication courses. I design my own curriculum according to institutional/state competencies as well as provide supplemental learning for students should they need additional guidance in the field of Communications.

JBDubbs Proofreading

2010-current

<http://sites.google.com/site/jbdubbsproofreading/>

I founded my own online proofreading and editorial business. I have been in the proofreading business since 2000, but officially began my company venture in 2010. My services include: I proofread any text at any academic or technical level: fiction, nonfiction, textbooks, research, legal, transcripts, and marketing. I utilize my professional English editing skills to enhance the quality of any document. I correct grammatical mistakes, typos and provide useful suggestions to my clients to enhance their writing abilities.

University of Phoenix

2008-current

Currently, I work as a Senior Instructional Developer for the University of Phoenix as my primary full-time job. The summary of this position includes: the ability to plan, manage and coordinate activities of multiple designated projects associated with the development, evaluation, editing, and internal operations of University academic programs and/or product lines. My responsibilities include the development and maintenance of curriculum materials for all of the University of Phoenix colleges and divisions. I am also the lead developer overseeing the development and production of textbooks created by Flat World Knowledge but designed by the University of Phoenix for entry level first year sequence courses. I work especially on these types of special projects, as well as mentoring new employees, and building relationships with new customers.

In the past three years, I have trained several individuals on how to use coursebuilder. A publishing program we use to display our courses to our students globally. I have created presentations to train my teammates on how to overcome issues with subject matter experts, utilize multimedia in their courses and develop their project management organizational skills. I was selected to be an Adobe ConnExpert and trained several teams on how to use Adobe Connect software. In addition to my regular project load, I also previously served as co-publisher for the Instructional Design and Development department.

University of Phoenix, Axia College, Associate Online Faculty

2008-current

In addition to my full time staff position, I also am an active University of Phoenix adjunct faculty. I have the most experience teaching Communications, Humanities and English courses. A list of courses I have taught with their descriptions is available upon request.

Windstream Communications (formerly Alltel Publishing)

2006-2008

Previously I worked as a Production Associate for Windstream Communications. Responsibilities included the creation and maintenance of the Yellow Pages in telephone directories published including, but not limited to Windstream, TDS and Independent

Telephone Companies throughout the United States. Windstream is the largest rural telephone company in the United States.

Gazette Newspapers, The Albion News

2003-2005

I began as the full-time staff writer, which involved stories including but not limited to society features, news, school events, outdoors and sporting events. About three months after I began working at the news I was awarded my own bi-weekly column because public interest and newspaper sales had rose. At the newspaper, I gained valuable expertise in using publication software specifically Adobe products primarily PageMaker. I also gained expertise in Adobe Photoshop, as I was one of the lead photographers for all news events. This newspaper's primary focus was as a consensus paper for the community.

Within the year, I was promoted to Managing Editor and oversaw production, layout and the complete construction of a weekly newspaper with a circulation of around 400 households. This position required active participation in the Albion Chamber of Commerce, local community social events and numerous school district activities. This position was also responsible for training all new and current employees on the procedures involved in publishing a newspaper. I was also asked to present several training seminars at the local high school to prepare students for academic and social writing in college.

Post-Master's Degree Professional Development

Available Upon Request

Academic Appointments

Maricopa Community College District

Adjunct Faculty Association

2011-2012

Secretary

Currently serve as the secretary for the Adjunct Faculty Association for the largest community college in the nation. I represent 83% of the faculty that teach for the Maricopa Community College District.

Arizona Communications Public Speaking Contest

2011

Judge

Served as a judge for the 2011 AZ COM Association Public Speaking Contest, representative of my district at Chandler-Gilbert Community College.

Edinboro University of Pennsylvania

2004-2007

21st Century Planning Committee

Student & Alumni Representative

Recommended to serve on committee by former Dean of Graduate Studies, Dr. Margaret Bevevino then officially appointed by University President Frank G. Pogue. Assisted in the development of the university's five-year plan as well as involvement in a brainstorming group for the betterment of University life.

2005

Department of Speech Communications

Graduate Assistant

Served as graduate assistant to Kathleen Golden, Ph.D. Responsibilities included computer research for grants, as well as designing and teaching a lesson plan for an undergraduate Speech Communications Course.

2004-2003

Grade Appeal Committee

Student Judge

Department of English and Theater Arts

Appointed by the University President Frank G. Pogue to serve as a student representative on the grade appeal panel as a student judge.

Leadership

Professional/College Career

2011 Women of Visionary Influence Member

2010 Adjunct Faculty Association Member

2010 National Association of Professional Women Member

2005 Alpha Epsilon Lambda National Member

Albion Area Chamber of Commerce Secretary

Red Hat Society Founding Chapter Liaison (Edinboro University of Pa)

2004 Society of Professional Journalists (Member)

Graduate Student Council President

Graduate Professional Development Program Representative (3 semesters)

Northwestern School District Alumni Association Founder & President

2003 Sigma Tau Delta (International English Honor Society)

Associate Student Representative (Eastern Region)

2002 Model United Nations Founder & President (3 semesters)

2001 Sigma Tau Delta President

High School Career

2000 Fantasia Singers Assistant Secretary

Big Brother Big Sister Coordinator

Model United Nations Chairman

1999 Model United Nations Secretary

Banquet Committee Chairman for Prom

1998 Vice President for Advertisement (Pennsylvania Free Enterprise Week)

1997 Class Representative

Research and Scholarship

Research Interests: The study of communication is important to virtually every profession that involves working with people - education, public relations, management, advertising, health, marketing, politics, social services, and many others. I am interested in the analytical and practical skills necessary for mediating, negotiating and managing conflict that arises in the workplace and elsewhere. I would like to look into further studies on an international level where ongoing conflict or a crisis event impede the

realization of goals and objectives and undermine productive relationship development internally and externally.

Internships

Communication and Conflict Studies

Walt Disney World

12 academic credits

Supervised: Dr. Terrance Warburton

Orlando, Florida

GPA 4.0

Edinboro University of PA

Details: One of four total student's campus wide chosen to participate in Spring 2002 semester in the Walt Disney World College program. Primarily worked as a merchandise cast member in Disney MGM Studios but I also worked other roles in Epcot, the Magic Kingdom and the Animal Kingdom. I was enrolled in two courses Advanced Communication Studies and Organizational Leadership at the Disney Institute and received A's in both courses. A full portfolio is available upon request.

Computer Applications and Design

Northwest Tri-County Intermediate Unit

Non-credit

Supervised: Mr. Robert Kalieda & Dr. Ann Noonan

Edinboro, Pennsylvania

September 2001 – December 2001

NW Tri-County Intermediate Unit

Details: I was selected as the recipient of this internship as a result of a successful presentation at the Northwest Tri-County Intermediate Unit Student Showcase. Responsibilities included assisting the Library Services Coordinator and filling research orders from local educators for their school lesson plans. Additionally, I assisted in the design of several learning tutorials for training courses offered to area educators at the Intermediate Unit.

Assistant to the Training Coordinator at a State Correctional Institution

SCI Albion

Non-credit

Supervised: Mr. Wayne Patterson, Lieutenant Therault & Mr. Henry Powell

Albion, Pennsylvania

July 1999 – June 2000

Details: I was one of six students chosen from Northwestern High School to participate in the co-op agreement organized by SCI Albion to educate the local community and their families about the State Correctional System. Specifically, I worked with Mr. Wayne Patterson (the Training Coordinator at the time) to update and maintain the training requirement records of over 600 employees at the prison. I primarily created training sessions to keep the Corrections Officers up to speed with the State regulated standards.

Published Scholarly Works

As the assistant chair to the Economic Commission to Latin America and the Caribbean a background guide was published through the National Collegiate Conference Association. The topic I wrote about was the "Debt Crisis and Regional Economy" and this published booklet is available upon request.

Published Articles & Editorials

I have had numerous articles ranging from feature stories, news, community events and sports published in *The Albion News* from December 17, 2003 to May 12, 2005. I have all of these newspaper articles placed in several portfolios available upon request.

Published Work (Proofreading Acknowledgement)

Wendi's Magical Voice written and illustrated by Brit Kohls for the Stuttering Foundation in 2010.

Works in Progress

As a follow up to my masters project I am currently working on an biography. The book is entitled 'The Off-road Challenge' and has the anticipated publish year of 2015.

Media Interviews

Local news channel: **WICU 12**

Interviewed by: Kevin McDowell

Topic: **National Model UN Conference in NYC**

Brief: Butler first student chosen from Edinboro University to chair at International conference held at the UN in New York City. Butler served as the Assistant Director to the Economic Commission to Latin America and the Caribbean. (VHS tape available)

Local news channel: **WSEE 24**

Topic: **Albion Tornado (Early Morning News)** *Interviewed by: Carla Mullenix*

Brief: Local Albion resident reflects on twenty years of change since devastational tornado in May 1985.

Local news channel: **WSEE 24**

Interviewed by: Joey Stevens

Topic: **Albion Tornado (Evening News Feature Story)**

Brief: Albion community remembers two decades of change and sets hopes for the future. (VHS tape available)

Grants Awarded

While a senior at Northwestern High School I was asked to designed several video documentaries and multimedia videos to present at the Pennsylvania State Technology Showcase. This in turn led to Northwestern High School receiving a \$70,000 grant for their technology department. As a reward for my efforts I was the sole recipient of the Computer Science Award at the Senior Awards banquet and the Superintendent Dr. Lynn Corder recognized my efforts publically during graduation ceremonies.
(Paperwork available upon request)

Academic

Showcases

State Computer Science Showcase

Harrisburg, PA

I put together a multimedia presentation that included materials ranging from graphic creation, video editing and production along with well-designed materials aiding in the instruction of computer application and multimedia arts.

Tri-County Intermediate Unit Annual Showcase

Edinboro, PA

A discussion of the materials I designed for the co-operative community resume and character builder project was presented on-site and I was awarded an college internship opportunity for the fall semester.

Conferences

- 2003 *Sigma Tau Delta International Convention* Cincinnati, OH
Leadership Workshop: "Learn today, Lead tomorrow."
National Model United Nations Conference New York City, NY
Head Delegate for the Bahamas Delegation and General Assembly Delegate
- 2004 *National Model United Nations Conference* New York City, NY
Assistant Director: Economic Commission for Latin America and the Caribbean
Diversity Board Assistant Chair
- 2005 *Alpha Epsilon Lambda National Business Meetings* Fort Myers, FL
Assisting the Honor Society's National Committee with reorganization matters

Papers & Presentations

- 2003 *Sigma Tau Delta International Convention* Cincinnati, OH
Paper Presentation of Fiction Essay: "Snow Angels"
- 2004 *The Chuck Palahniuk Conference* Edinboro, PA
Multimedia Presentation: "Sociological Implications of Modern Life"
- 2005 *Sigma Tau Delta International Convention* Kansas City, MO
Paper Presentation of Fiction/Short Story: "The White Room"
Non-fiction Ethnographic Research: "Servers in a Fine Dining Restaurant"

Panels

- 2005 *Golden Fleece Storytelling Conference* Washington, D.C.
Presentations: "Creative Techniques for the Innovative Consultant"
- 2005 *National Communication Association Annual Convention* Boston, MS
"Society's Effects on Embodiment: Auto ethnography"
Multimedia Video Presentation (Available Upon Request)

Scholarly Honors & Awards

College Career

Alpha Epsilon Lambda

2005

Alpha Nu Chapter: Graduate & Professional Student Honor Society

First student at Edinboro University to receive National Membership available only to those in the top 1% of inducted members

Sigma Tau Delta 2001
 Alpha Eta Chi Chapter of the English Honor Society
 Youngest student ever inducted in history of local chapter
Dean's List Recognition

High School Career

International Thespian Society
Honor Roll, all terms 1993-2000
Superintendent's Award 1999-2000
*Computer Science & Technology Award (*Only recipient)* 2000
National Honor Society
Northwestern Board of Director's Award
Ruth Morton Harris & Walter J. Harris Memorial Scholarship Award
Harthan Character Award Nominee
Varsity Letter Track & Field 1999
Junior Prom Court 1999

Extra-curricular Activities

Graduate

Hot Pink Scotties Club Graduate Student Council
 Graduate Professional Development Program 21st Century Planning Committee

Undergraduate

Humanities Club
 Animation Club
 International Club
 Student Ambassador
 Edinboro University's Student Government
 International English Honor Society, Sigma Tau Delta Member
 President Fall 2001
 Student Assistant Representative Eastern Regent 2003-2004
 United Nations of Edinboro
 Founder Fall 2002
 President Fall 2002, Spring 2003 & Fall 2003
 Head Delegate National Model United Nations Conference 2003

High School

Big Brother Big Sister Students Against Drunk Driving
 Student Council Track & Field
 Students Against Violence Model UN
 Youth Choir Director at Church Art Club
 Drama Club International Thespian Society
 Stars National Honor Society
 Prom Committee

Fantasia Singers
Class Representative
Who's Who Among American High
School Students

Prayer Group
Friends First Club
Pennsylvania Free Enterprise Week

Teaching Credentials

Teaching Interests: I am interested in providing solid intellectual and practical foundation for enhanced research and practice in management communication studies. Specifically I would like to instruct students on developing leadership and critical thinking capabilities. I would work skillfully implementing computer mediated communication technologies in research as well as constructing public images and text persuasively. As the instructor of various research concepts across the field of Communication Studies and Media I would encourage students to explore linkages between communication and other disciplines in the human sciences, business, and education, depending on individual interest.

Courses that I have experience with including their descriptions available upon request.

Related Teaching Work

Workshops & Lesson Design

Journalism Ethics

2005

- As a part of the graduate assistantship in the Communication Studies department at Edinboro University, I designed a tutorial for a beginning level Speech Communications course under the direction of Dr. Kathleen Golden. Students were placed in small groups and were given a brief description of an actual scenario. Then they were asked to respond from an ethical standpoint depending on the assigned role they were given. Lastly a representative from each group presented the class with a three to five minute speech. Conclusive thoughts were exchanged between each group and finally each student was given the opportunity to evaluate my performance.

Conflict Management

2004

- Graduate students enrolled in the Conflict Management course taught by Dr. Timothy Thompson were required to student instruct the undergraduates in one concept discussed in the course as a final presentation. Our group created a multimedia presentation as well as a short manual on the concept of the "Stages of Mediation."

How to Start a High School Newspaper

2004

- While I served as Editor of the Albion News, I was asked by the high school to give several presentations/tutorials to students interested in forming a high school newspaper or pursuing journalism in college. I presented the basics of journalism and newspapers then led an interactive lesson to help the students with journalistic style writing.

Political Journalism Jargon

2004

- While a student in Edinboro University's Political Communication course taught by Dr. Jean Jones I had the opportunity to instruct one lesson on Political Communication and how it appears in the world of Journalism.

Technical Writing & Single Sourcing

2003

- While a senior at Edinboro University, I was enrolled in an individualized instruction course with Dr. Wendy Warren Austin in the Spring 2003 semester. As part of the course curriculum, I designed a technical manual on Single Sourcing. Dr. Austin was unable to teach one week and as part of fulfilling my curriculum requirements for the advance technical writing course, I was asked to instruct two classes on the concept of Single Sourcing and design a short classroom assignment.

Computer Applications & Beginning Technical Writing

1999

- While a junior in at Northwestern High School, I was enrolled in an advanced multimedia and design course. This was the first year that the course was offered and the teacher, Mr. Patrick Regan did not have a set lesson plan. Each student was asked to design a yearlong project using the knowledge they have acquired in Computer Applications and Desktop Publishing. The beginning level Computer Application classes were required to complete a three month long resume/community co-op interview project. As this assignment was originally designed about a decade earlier, it was in desperate need of re-organization; so I chose to re-design the project to complete my own assignment.
- As a junior, I student taught three Computer Application classes once a week for the duration of the project. I created numerous assignments and was given the authority to grade the assignments under the supervision of the teachers. I have a full binder of all the materials I designed as well as handouts, presentations and general information on the project available upon request.

*Invited Presentations & Lectures***Hospice Services**

2005

- I was asked by another student, Gina M. Cook who was an entry-level social work student to speak publicly about my personal interactions with local Hospice Services in the Erie area. This speech was approximately ten minutes long and entailed personal descriptive experiences my family had with Hospice and the care given to my mother who passed away because of Cancer.

Duties of a Journalist

2005

- During Dr. Riva Sharples sabbatical, I was asked by Dr. Anthony Peyronel to speak on the duties of a weekly newspaper editor to an undergraduate beginning journalism classroom.

Consultancy Work

Communication Studies Consultancy Group

2005

Model United Nations Project: Lead Consultant

- For the fulfillment of the graduate course in small group communication taught by Dr. Kathleen Golden we were assigned to organize and provide a local organization or group with consultancy services in whatever area the group felt necessary. Our group chose to lead Edinboro University's Model UN club in re-organizational matters. I was given the lead role in this organization, as I was the original founder of the group three years earlier.
- During this semester-long project I was asked to speak on numerous occasions about procedures, past experiences and other educational concepts to several groups of interested students. One of these particular lectures was filmed by the local University news and was played numerous times campus-wide to encourage new participants to join the club. I also designed a training video presentation so that future newly joined members could understand procedures in an organized and unified way.

Multimedia & Video Presentation Consultant

National Communication Association Conference

2005

- Dr. Kathleen Golden requested I assist a fellow student in the creation of a multimedia video presentation for part of the presentation on the panel "Society's Effects on Embodiment: Auto ethnographic Representations." Erin Buscek organized her media and I assisted her in the creation and development of her video presentation. This video can be reviewed upon request.

Master of Arts in Communication Studies Program Consultant

2006

- I was requested to create a video/multimedia presentation for Tamara Wyrich for her project defense in December 2006. The topic of the video was "Hostage Negotiation" and can be viewed upon request.

Organizational Training

Science in Our Schools

1997-2000

- Each year our high school participated in a "Science in Our Schools" day and students from the local elementary schools would visit the high school and participate in interactive presentations designed by selected high school students. I was chosen to participate and design an interactive tutorial during my entire high school academic career.

Northwestern School District Website

2000

- As the Internet was being to be a major resource at our school district, I initiated the creation of the Northwestern School District website. Now fully interactive students can access their grades and receive lesson plans and daily assignments from their homes.

Service Projects

Volunteer Experience

Academic

The Stuttering Foundation (*A Nonprofit Organization*) 2010

Editor, *Wendi's Magical Voice*

I was asked to be the professional editor for the above book written and illustrated by Brit Kohls. The publication number is 0035 and you can get more information on the book by visiting www.stutteringhelp.org.

International Institute in Erie 2002

Assistant Instructor

Volunteered for one month, responsibilities included the design of lesson plans and my assistance during classroom lectures.

Edinboro University Campus Bookstore

Book Purchasing Assistant 2000-2002

While I worked in the book-purchasing department, I was responsible for ordering textbooks and maintaining good relationships with various publishing companies.

Community Involvement

Soka Gakkai International – USA, Red Mountain District

American Heart Association Contributor

VolunteerMatch Community

Save the Family Contributor

Treasures 4 Teachers Contributor

Arizona Small Dog Animal Shelter Contributor

Albion Area Chamber of Commerce Board of Directors

Albion Area Chamber of Commerce Secretary

Northwestern School District Alumni Association President

Northwestern School District Alumni Association Founding Member

Consecutive Blood Donor

Youth Choir Coordinator

Religious Education Teacher

Consecutive Voter