

# Sinceree R. Gunn

## Education

The University of Alabama in Huntsville

Huntsville, AL

### **Master of Arts, English**

#### **Graduation date: May 2003**

- Certifications: Class A Certification in English/Language Arts Education, Teaching English to Speakers of Other Languages (TESOL) , and Technical Writing
- GPA: 3.96
- Affiliations: Minority Graduate Student Association (Treasurer); SAEA
- Awards: Highly Qualified Teacher; Dean's List (4 years)
- Graduate Exist Exam Précis: Fathers, Daughters, Power: "The Physician's Tale," "Romeo and Juliet," and "Rappaccini's Daughter"

August 1998

Athens State University

Athens, AL

### **Bachelor of Arts, English/ Minor, Business Administration**

- G.P.A.: 3.6
- Affiliation: Sigma Tau Delta (members since 1998)
- Awards: Dean's List; Honor Roll

## Skills

- Supervisory/management skills
- Oral and written communications
- Microsoft Word, Works, Power Point, and WordPerfect, and Microsoft Office
- Technical writing and editing
- Teaching, Presenting, and Facilitating

## Related

08/03 - Present

The University of Alabama in Huntsville

Huntsville, AL

## Work

### **Lecturer, English Department**

## Experience

- Assist students in writing essays that develop and argue a clearly stated thesis; evaluate, utilize and document evidence; allow for complex writer-reader relationships; employ a clear yet distinctive prose style
- Assist students in studying and responding to a variety of essays that provide effective models for student essays, displaying the techniques of argument, and engaging in significant issues
- Assist students in understanding and discussing literature as an interpretation of experience and a way of knowing
- Assist students in analyzing literature through the writing of formal compositions
- Assist students in becoming acquainted with important literary works and authors
- Assist students in identifying major literary genres and demonstrate understanding of elements significant to written analysis and evaluation
- Assist students in defining literary terms and use them in oral and written discussions
- Assist students in developing communicative reasoning skills by the expression of personal opinions
- Familiarize students with various reading strategies to enhance their comprehension skills
- Assist students in writing professional-related documents including proposals, reports, memos, letters, and resumes

2004 Summer

North Alabama Center for Excellence

Huntsville, AL

### **Reading/Language Arts Teacher, Upward Bound**

- Assist students in understanding and discussing literature as an interpretation of experience and a way of knowing
- Assist students in analyzing literature through the writing of formal compositions
- Assist students in becoming acquainted with important literary works and authors
- Assist students in developing communicative reasoning skills by the expression of personal opinions
- Familiarize students with various reading strategies to enhance their comprehension skills

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## Related Work Experience

2002 & 2003 Summers                      The University of Alabama in Huntsville                      Huntsville, AL

### **ESL Instructor, English Department**

- Assist students in developing oral/aural skills necessary for success in English-speaking academic and business environments
- Assist students in improving adaptability to different U.S. cultural and linguistic environments
- Assist students in refining English pronunciation, stress/intonation, and grammar skills
- Assist students in developing communicative reasoning skills by the expression of personal opinions
- Familiarize students with various reading strategies to enhance their comprehension skills

08/02 – 05/03                                      The University of Alabama in Huntsville                      Huntsville, AL

### **Graduate Assistant/Mentor, LSAMP Program**

- Mentored minority undergraduate students
- Assisted students in selecting and scheduling classes
- Assisted students in creating daily schedules for work, class, and study times
- Tutored students in English Composition and Literature
- Prepped undergraduate and graduate students for the analytical portion of the GRE

01/03 – 04/03                                      The University of Alabama in Huntsville                      Huntsville, AL

### **Student Teacher, Buckhorn High School and Liberty Middle School**

- Assisted students in enhancing their writing, grammar, and comprehension skills
- Assisted students in expanding their knowledge of literary text
- Implemented the use of technology in the classroom
- Performed a Quantitative Reading Inventory assessment on a struggling reader and recommended strategies to use to increase reading comprehension skills
- Created an information bulletin board for ninth grade students
- Participated in professional development seminars and faculty meetings

05/02 – 07/02                                      Alabama A&M University    Huntsville, AL

### **Proposal Writing Intern, Office of Research and Development**

- Researched and collected data for proposals
- Edited and prepared proposals for submission
- Developed proposal for the Department of Chemistry for \$150,000 project grant
- Participated in proposal preparation video conferences with consortium members

01/02 – 05/02                                      The University of Alabama in Huntsville                      Huntsville, AL

### **Graduate Assistant, Writing Center, English Department**

- Consulted with students on ways in which to enhance their writing by reviewing work to be submitted to professors
- Familiarized students with strategies to use to enhance their writing skills
- Documented consultations and entered the information into a database for referral and research purposes
- Worked with students in all academic areas, covering all types of documents including essays, research papers, resumes, thesis, dissertations, and personal statements

08/00 – 12/02                                      The University of Alabama in Huntsville                      Huntsville, AL

### **Graduate Teaching Assistant, English Department**

- Familiarized students with the fundamentals of academic writing
- Assisted students in enhancing their academic and business writing skills
- Taught students strategies for developing academic essays
- Engaged students in the theory of writing as a process
- Implemented the reading-writing connection into the classroom

# Sinceree R. Gunn

09/98 – 06/99

Ephesus Academy

Greenville, MS

## **Principal/Teacher**

- Performed the administrative functions of the school
- Organized school sponsored activities
- Instructed third through eighth grade students in all subject matters including Computer, Language Arts, Math, Reading, Physical Education, Science, and Social Studies
- Attended Regional Board of Education meetings
- Served as a regional Board of Education member
- Tutored and mentored students in an after school program and a Weekend program