

Sinceree R. Gunn

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Related Work Experience

08/2003 - Present

The University of Alabama in Huntsville

Huntsville, AL

Senior Lecturer, English Department

- Research current writing practices in various disciplines, from both the academic and the workplace perspectives, to identify concepts that students should be able to implement in their writing
- Design, build, and revise course content to reflect current best writing practices
- Design, build, and revise course content to reflect current best workplace practices
- Design, build and revise course content to reflect best practices for changing team cultures
- Train students in writing workplace-related documents including proposals, reports, guides, memos, letters, and resumes
- Train students in elements of document design and the connection between document design and the readability of a document
- Assist students in enhancing face-to-face, online, and written communication skills
- Train students in workforce development
- Train students in global professional etiquette
- Develop and design lectures, assignments, and assessments that assist students in enhancing their writing skills
- Manage course content and communication in online management systems (Angel and Canvas)
- Train students in writing documents 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
- Train 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
- Train students in developing communicative reasoning skills by the expression of personal opinions
- Familiarize students with various reading strategies to enhance their comprehension skills
- Participate in departmental and school committees
- Perform review and analyses of departmental initiatives and new technologies that may impact education and programs of study
- Work with colleagues in the development and measurement of core competencies, research, and other projects related to career and workforce development
- Assist in the development of assessment tools to identify competency gaps, training needs, and improvement to the Business and Technical Writing education programs
- Conduct evaluations and assessments of courses, course content, and student development
- Meet with students individually and in groups in virtual and in-person environments to answer questions and provide feedback on course performance and project development
- Coordinate and provide body-doubling sessions to assist students in staying productive in class

06/2008 - Present

University of Alabama in Huntsville

Huntsville, AL

Instructor, College of Professional and Continuing Studies

- Develop and teach courses based on customer requests
- Develop instructional and training material for companies, government contracted agencies, and government entities
- Design all course content—including lectures, in-class activities, and homework assignments—based on customer needs
- Develop and maintain training materials

- Deliver seminars and informational sessions
- Train students in workforce development
- Train students in discovering the professional writing process and its importance in developing documents for the workplace
- Train students in understanding the role of audience awareness and how to create a document appropriate for a specified audience
- Train students in understanding target audiences, situations, cultural change, and contexts in professional writing
- Train students how to write documents in a prose style marked by clarity, conciseness, completeness, and clarity
- Train students in creating documents that are reflective of their own workplace regarding style and organization
- Teach students document design strategies that will enhance document readability
- Teach students how to create documents that are AR25-50 and AR 672-20 compliant and that follow the Army Style Guide

05/2004 – 08/2004

North Alabama Center for Excellence

Huntsville, AL

Reading/Language Arts Teacher, Upward Bound

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

05/2002 – 08/2003

The University of Alabama in Huntsville

Huntsville, AL

Summer ESL Instructor, English Department

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

08/2002 – 05/2003

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

08/2003 – 04/2003

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

05/2002 – 07/2002

Alabama A&M University

Huntsville, AL

Proposal Writing Intern, Office of Research and Development

- Researched and collected data for proposals
- Analyzed proposal requirements and ensured proposals met RFP criteria
- 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
- Assisted in developing a proposal for a 5 million dollar grant (the consortium won the grant)

01/2002 – 05/2002

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

08/2000 – 12/2002

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

09//1998 – 06/1999

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
- Facilitated Parent-Teacher-Student conferences
- Developed tutorial programs for students
- Created instructional materials to assist the individual student (individualized instruction)
- 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

10//1996 – 05/1998

Oakwood College Federal Credit Union

Huntsville, AL

Credit Union Manager

- Ensured credit union adhered to pertinent laws, regulations, and sound best business practices
- Evaluated potential customers' creditworthiness using credit scoring models that helped with risk assessment
- Approved and rejected loans
- Used available data to calculate and set loan interest rates
- Originated loans
- Reduced bad loans by maintaining strict credit policy
- Handled customers' financial transactions—transfers, withdrawals, deposits, and payments
- Ensured building and monthly service fees were paid
- Recorded daily operational and financial transactions
- Credit quarterly and yearly budget
- Recorded month journal entries
- Reviewed revenue and expense accounts
- Reconciled balance sheets

- Prepared monthly, quarterly, and yearly financial statements
- Closed system for quarter and year
- Reconciled bank accounts
- Reviewed accounts
- Performed quarter end and year end back-ups
- Generated and mailed bank statements, payment statements, 1098, and 1099 documents to customers
- Created marketing material to attract new members and to attract current members to purchase new products
- Networked with companies, not-for-profit organizations, and community members to attract new members
- Ensured credit union followed NCUA guidelines and reported to NCUA auditors
- Met with supervisory board each month to discuss credit union standing

06//1994 – 09/1996

First Commercial Bank

Huntsville, AL

Credit Union Manager

- Ensured credit union adhered to pertinent laws, regulations, and sound best business practices
- Evaluated potential customers' creditworthiness using credit scoring models that helped with risk assessment
- Approved and rejected loans
- Used available data to calculate and set loan interest rates
- Originated loans
- Reduced bad loans by maintaining strict credit policy
- Handled customers' financial transactions—transfers, withdrawals, deposits, and payments
- Ensured building and monthly service fees were paid
- Recorded daily operational and financial transactions
- Credit quarterly and yearly budget
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- Reviewed revenue and expense accounts
- Reconciled balance sheets
- Prepared monthly, quarterly, and yearly financial statements
- Closed system for quarter and year

Presentations and Panels

Effective Business Writing for Human Resources

Presented at the University of Alabama in Huntsville
(September 2023)

Hosted by Laurel Long, Associate Vice President of Human Resources

Professional Writing Skills for Government Employees

Presented at the University of Alabama in Huntsville
(July 2022)

Hosted by the College of Professional and Continuing Studies

You Are in College! Now What?

Presented at College Prep Program
(June 2023, June 2022, June 2019, and June 2018)

Hosted by the Alabama Department of Rehabilitation Services (Lamont Dupree)

How to Create Personal Statements for College Admissions and Scholarships

Presented for Lee High School (virtual)
(October-December 2021)

Hosted by the Vocal Magnet Advisory (Ashley Daniels)

The Importance of Collaborative Learning in My Classroom

Presented at the New Faculty Orientation
(August 2019)

Hosted by the University of Alabama in Huntsville

Effective Business Writing

Presented at the University of Alabama in Huntsville
(June 2019)

Hosted by the College of Professional and Continuing Studies

Using OERs and Technology to Facilitate Collaborative Learning in Online Courses

Panel participant at UA Systems Scholar Institute

(May 2019)

Hosted by the University of Alabama in Huntsville

Building Community in Collaborative Groups

Presented at the Teaching and Learning Symposium: Enhancing Teaching and Learning Opportunities through Technology (UAH)

(November 2018)

Hosted by the Enhanced Teaching and Learning (ETL) and the National Distance Learning Week (NDLW) committee

Writing it Right

Presented at the 2017 Passageway to Academic Success Empowerment Summit

Hosted by The Office of Diversity and Multicultural Affairs (UAH)

Designing Course Activities & Using Technology

Presented at the College of Business QEPO Bootcamp (Aug 2017)

Hosted by the Department of Academic Technology and eLearning (Kendra Minor)

Audience Awareness

Presented at College Prep Program

(June 2016)

Hosted by the Alabama Department of Rehabilitation Services (Lamont Dupree)

Canvas Course Design for Student Engagement

Co-presented at the UA System 2016 Scholars Institute (May 2016)

"Best in Track" Award Recipient

Professional Writing

Presented to the Office of Human Resources at UAH (Sep-Oct 2014)

Hosted by Laurel Long, Associate Vice President of Human Resources

Writing the Research Paper

Presented to the LEAP students (July 2010)

Hosted by Oakwood University

Skills

- Professional Writing, Technical Writing, and Editing
- Train, Teach, Present, and Facilitate
- Develop curriculum and assessment measures
- Design and deliver content that meets learning standards
- Review, analyze, and revise curriculum
- Hybrid, In-class, and Online Instruction
- Develop cultural change strategies for teams
- Instructional methodologies and instructional technology
- Classroom Management
- Angel and Canvas Learning Management Systems
- Outreach and Recruitment
- Supervisory/Management Skills
- Oral and Written Communications
- Microsoft Office Suite

**Presentation
and Seminar
Specialties**

- Workplace Communication
- Professional Writing
- Team/Virtual Team Building Strategies
- Delivering Professional Presentations
- Job Hunting
- Resumes and Job Letters
- Interviewing
- Personal Statements for College and Graduate School

- College Orientation
- Study Skills
- Time Management
- Course Development
- Student Engagement and Retention
- Course Content Organization in a Learning Management System
- The Writing Process (Academic and Workplace)
- Audience Analysis
- Document Design
- Team/Group Write
- Idea Development in Writing
- Purpose and Audience Driven Writing

Current Research Projects

- Am I ready for work?: What Genres and Skills do Workplace Writers Use (IRB Approved Research)
- What do Technical and Professional Communication (TPC) students want to learn? (IRB Approved Research)

CITI/MLA Certifications

- Conflict of Interest (CITI)
- Export Compliance (CITI)
- Human Subject Researchers (CITI)
- IRB Administration (CITI)
- Responsible Conduct of Research for All Researchers (CITI)
- Reading-Writing Pedagogy at Access-Oriented Institutions (MLA)

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"

Athens State University

Athens, AL

Bachelor of Arts, English

Graduation Date: August 1998

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