

DAVA M. WASHBURN

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SUMMARY OF QUALIFICATIONS

- **Teaching experience in English courses in a community college and university setting**
- **Doctoral coursework in Community College Leadership from Mississippi State University**
- **Four years of Workforce Development program instruction, development, and implementation**
- **Four years of managing and supervising 20+ Workforce Service/Continuing Education instructors**

Instruction and Curriculum Development

- Write, design, and produce English composition course content, method of presentation, course syllabi in accordance to SACS requirements
- Prepared course outlines, syllabus, and learning objectives for various medical and computer classes
- Provided job search and resume writing assistance, soft skills vs. hard skills analysis, and instruction on completion of career portfolios
- Maintain records of student attendance
- Administer tests and issue grades in accordance with methods used by Texas Tech University, East Mississippi Community College, Mississippi State Board of Community and Junior Colleges
- Familiar with BlackBoard and WebCT
- Proficient in teaching and utilizing Microsoft Office programs

Management/Supervision

- Supervised a team of 20+ Workforce Services instructors, scheduled work hours, resolved conflicts, and determined salaries
- Evaluated, interviewed, and hired instructors
- Coordinated facility usage for Workforce short-term adult classes on the Golden Triangle campus and five satellite locations
- Assisted with organizing, managing, and conducting Rapid Response meetings prior to or during an industry layoff/closing within the EMCC six county district
- Purchased and maintained inventory necessary classroom instructional materials for medical and computer classes
- Monitored project budget to ensure proper utilization of state and federal grant monies
- Responsible for preparing and maintaining records for accounts payable
- Devised and lead team building activities to improve teamwork skills for Workforce Services' paraprofessional staff

Public Relations/Communication

- Researched, designed, and distributed new marketing materials for EMCC Workforce Service's specifically for exiting business/industry, industry prospects, and general public

- Worked with Vice President of Workforce Services in sharing and implementing EMCC's *Best Practices* with other community colleges and the Mississippi Corridor Consortium
- Developed newspaper advertisements pertaining to community college's available workforce development training opportunities
- Assisted with writing and editing various print material that is distributed to partnering industries, community colleges, and potential industry prospects
- Communicated via phone, email, letter, and personally with dislocated workers to publicize class offerings, counsel students, assist with financial aid, and discuss Adult Basic Education services available through EMCC
- Assisted dislocated workers with finding assistance for personal financial hardships with childcare, transportation, utility bills, etc.

Program Development

- Established new workforce/continuing education classes such as EMCC's Medical Career Lattice (i.e. Medical Terminology, Anatomy and Physiology, Medical Coding, Certified Nursing Assistant, Pharmacy Technician, Medical Transcription)
- Prepared and submitted workforce projects and grants for approval by the Mississippi State Board of Community and Junior Colleges to secure adequate budget for workforce development/continuing education programs
- Assisted with securing federal ARC grant in the amount of \$474,000 and leveraging \$145,000 of state funds for a two year post-Katrina construction-related skills training project
- Devised appropriate Workforce class offerings to meet needs of dislocated workers and coordinate with workforce development coordinators to prepare schedule
- Created strategies and managed admissions and recruitment for multiple workforce short term course offerings
- Planned, organized, and implemented Special Interest classes for cultural and personal enrichment for the EMCC community members
- Implemented innovative methodologies in delivery of services for non-traditional trainees
- Analyzed record keeping procedures, classroom layout, personnel requirements, budgetary requirements, and performance standards to create new systems and revise established procedures

EMPLOYMENT HISTORY

2008 – Present

Adjunct English Instructor

Ranger College, Ranger, Texas

East Mississippi Community College, Mayhew, Mississippi

Itawamba Community College, Fulton, Mississippi

2004-2008

Dislocated Worker Coordinator/English Adjunct Instructor

East Mississippi Community College, Mayhew, Mississippi

2003-2004

Graduate English Teaching Assistant

Texas Tech University, Lubbock, Texas

EDUCATION AFFILIATIONS AND COMMITTEES

2000 – Present	Member of Phi Kappa Phi National Honor Society -Texas Tech University and Mississippi State University
2004 – 2008	North Mississippi Job Fair Committee Member
2004 – 2008	Golden Triangle Employment Expo Committee Member
Summer 2006	Mid-South Community College Fellowship Program
2007 – 2008	Datatel Portal Steering Committee Member

EDUCATION

Mississippi State University <i>Doctor of Philosophy, Community College Leadership, August 2009</i>	Starkville, Mississippi GPA: 4.0
Texas Tech University <i>Master of Arts, English, May 2004</i>	Lubbock, Texas GPA: 3.8
Texas Tech University <i>Bachelor of Arts, English/Secondary Education, December 2001</i> Magna Cum Laude	Lubbock, Texas GPA: 3.8