

Cynthia M. Pengilly

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Objective

To obtain a faculty teaching and/or administrative position in general studies utilizing my knowledge base in writing program administration and tutoring, English composition and rhetoric, professional/technical writing and communication, and distance learning application and development.

Research Interests

Online Writing Instruction (OWI), Online Writing Labs (OWLs), media and technology literacy, myth and metaphor in discourse communities, occupational or worker identity

Education

- 2007 – Present, Old Dominion University (Norfolk, VA), PhD in English A.B.D. Status
 - Major: Rhetoric & Professional Writing, Dissertation Defense Date of 08/2012
 - Dissertation Research Topic: Diffusion and Adoption of Synchronous Applications in OWLs
- 08/2006, New Jersey Institute of Technology (Newark, NJ), M.S. Professional and Technical Communication
- 07/2004, Clayton College & State University (Morrow, GA), B.S. Information Technology

Conference Presentations

- With Kevin DePew. (2009). "Tutoring Student Writers from a Distance." Computers and Writing 2009: Ubiquitous and Sustainable Computing @ School @ Work @ Play, Sacramento, CA.
- With B.C. Wilson. (2008). "Writing About Computer/Video Games." 2008 Annual Research Exposition, Norfolk, VA.

Present Teaching Experience

University of Georgia (UGA), FT English Instructor, August 2010 – Present

- Yearly renewable academic contract to teach on-campus with 4/3 load
- Duties: Design and facilitation of course and assignments using <emma> platform
- Courses taught: ENGL 1101 – First Year Composition I; ENG 1102M – First Year Composition II Multicultural (Film As Literature, Special Topic)

Devry University, Adjunct Faculty, October 2010 – Present

- Duties: Facilitation of course and assignment grading using eCollege course management system.
- Courses taught: ENG 135 – Advanced Composition

Troy University, Adjunct Faculty – Covington Site & eCampus, February 2007 – Present

- Duties: Design and facilitation of course and assignments using Blackboard platform
- Courses taught: BUS3382 – Business Communications; ENG 1102 – Literature & Composition

Past Teaching Experience, 2006 – 2011

- **Griffin Technical College**, January 2010 – July 2011, English Adjunct Faculty; Courses developed and taught: ENG 1010 – Fundamentals of English; ENG 1101 – Composition & Rhetoric; ENG 1102: Literature & Composition
- **Athens Technical College**, January 2010 – July 2010, General Education Adjunct Faculty; Courses developed and taught: ENG 1010 – Fundamentals of English; ENG 1101 – Composition & Rhetoric; ENG 1102: Literature & Composition (face-to-face and hybrid)
- **Thomas Nelson Community College**, January 2009 – July 2009, Humanities Adjunct Faculty; Courses developed and taught: ENG01 – Preparatory College English (Developmental Writing); ENG 115 – Technical Writing
- **Central Texas College Distance**, November 2007 – March 2008, Online Faculty; Courses taught: ENG 1301 – English Composition I; ENG 1302 – English Composition II

- **Baker College Online**, December 2006 – June 2008, Online Adjunct Faculty; Courses taught: WRI115 – Workplace Communication; WRI311R – Technical Report Writing
- **Grantham University**, October 2006 – November 2009, Online Global Faculty; Courses taught: EN115 – Technical Writing; CS175 – Windows XP; CS182 – The Internet; CS231 – Electronic Commerce
- **Ashford University**, December 2007 – April 2012, Online Associate Faculty; Courses taught include: ENG121 – English Composition I; ENG 122 – English Composition II; ENG 125 – Intro to Literature; INF103 – Computer Literacy; COM 200 – Interpersonal Communication; COM 340 – Technical Communication; COM 360 – Advanced Communications in Society; CDG 318 Public Relations Practices & Promotional Writing

Professional Experience

Old Dominion University, Writing Tutorial Services, Norfolk, VA

Assistant Director (GWAP), May 2008 – July 2009

- Fulfills the duties of a tutor as described in the Writing Tutorial Services Guide to Tutoring
- Provide guidance to other tutors in the Director's absence
- Serves as a liaison between the Director and the tutors
- Mentors the tutors, especially with their preparation to work with graduate students on their writing,
- Provide workshops for the following topics: graduate student writing, theses and dissertations formatting
- Observes some of the other tutor workshops and provide presenters with critical feedback
- Fosters pet project: Breeze application to be used in distance tutoring
- Maintain the WTS web site
- Observe tutors (in tutoring sessions) who have served at least one semester
- Work with online tutees from various academic disciplines
- Develop prototype for online tutoring system and make available to in phases to other departments

Old Dominion University, English Dept. & Interdisciplinary Studies Dept., Norfolk, VA

Graduate Teaching Assistant, September 2007 – August 2008

- Provide in-class presentations, when requested, on writing technologies, writing applications, and relationships between technology and culture
- Read discussion posts and participate in class discussion via Blackboard
- Assist course instructor by grading Blackboard discussion posts
- Record and maintain class attendance for instructor
- Graduate TA for the following courses: Intro to Rhetorical Studies, English Composition I, and Global and Workplace Communication

Harbor Payments/American Express, Project Management Office, Atlanta, GA

Technical Writer, June 2006 – December 2006

- Develop style sheets and templates to standardize company documents.
- Work closely with SMEs to obtain information about software systems and applications.
- Interpret, create, and produce design sketches, technical plans, blueprints, drawings, and models.
- Establish technical specifications and determine subject materials to be developed for publication.
- Responsible for all client-facing documentation: user manuals, implementation guide, configuration requirements guide, feature functionality matrixes, admin manuals, online help, sales collateral, white papers, release notes.
- Review published materials and recommend revisions or changes in scope, format, content and presentation.
- Responsible for selection, implementation, and maintenance of content management system.
- Function as Business Analyst when needed to create/write both functional and technical specifications to design system according to client need's and development capabilities.

North Carolina State University, Center for Transportation & the Environment, Raleigh, NC

Media & Technology Specialist, April 2005 – December 2005

- Provided consultation, support and training to end-users of CTE's live and archived web streams using RealPlayer and WMP.

- Ensured that CTE's web streaming technologies and applications are properly integrated with and supported by CTE/ITRE network servers and OS.
- Provided assistance to DL Specialist for encoding, streaming, and archiving broadcasts.
- Maintained and updated Teleconferences web pages for archived, live streaming, and captions using ASP with VB Script, SQL Server, and dynamic metafile generation.
- Designed and implemented new GUI for live web broadcast streams.
- Provided usability studies and testing to Technology Transfer portion of CTE website.
- Assisted with the development and design of DVDs for distribution to public audience.

Georgia Dept. of Transportation, Office of Training & Development, Atlanta, GA

Training Specialist, November 2004 – April 2005

- Planned and organized the transition of registration procedure from paper to online electronic database; developed an interim email registration process for current use.
- Curriculum design, development and implementation of all software-based training programs.
- Designed and launched internal website for the training office.
- Provide customer service and technical support for software programs.
- Delivered training for the following general software programs: MS Word, MS Outlook, MS Excel, MS PowerPoint, MS Access, MS Visio, Windows 2000/XP.
- Delivered training for the following graphic programs: Macromedia Dream Weaver and Fireworks MX.

Gwinnett County Department of Public Utilities, Storm Water Management, Duluth, GA

Jr. Project Manager, December 2003 – October 2004

- Maintenance and updates to project database and file system; data trend analysis.
- Liaison between project homeowners and civil engineers to ensure dual communication and understanding between parties.
- Assisted with paperwork submittal and technical writing to obtain easements, inspections, and ROE data.
- Delivered training on the following software applications: MS Outlook and MS Access.
- Assisted with Department migration from Novell to Microsoft servers and from GroupWise to MS Exchange Server (Outlook).

Professional Associations

- International Communication Association (ICA)
- SIG on Design of Communication - Society for Associated Computed Machinery (ACM)
- SIG on Hypertext, Hypermedia, and the Web – Society for Associated Computed Machinery (ACM)
- Usability Professionals Association (UPA)

Software Skills

- Programming and Scripting: C#, JAVA, JavaScript, VB Script
- Databases: Access, SQL Server
- Graphics and Web Design: ASP, ASP.Net, HTML, Adobe Photoshop, Fireworks, Flash, DreamWeaver, FrontPage, HelpScribble, RoboHelp
- Multimedia: Helix/Real Encoder, WM Encoder, Conopus ProCoder, Adobe Encore, Adobe Premier, Camtasia Studio, Snag-It, Adobe Connect, Adobe Captivate
- General: Word, Excel, PowerPoint, Outlook, Visio, SharePoint
- E-learning Platforms: Angel, BlackBoard, WebCT, Educator, OLS, eCollege

References

<p>Kevin DePew, Ph.D. Assistant Professor Director of Writing Tutorial Services 1002 Batten Arts & Letters Old Dominion University Norfolk, VA 23529-0078 757-683-4019 kdepew@odu.edu</p>	<p>Christa Tess Brown, A.B.D. Faculty, Speech Communication Minneapolis Community and Technical College 1501 Hennepin Ave Minneapolis, MN 55403 612-659-6056 christa.tess@minneapolis.edu</p>
<p>Carol Johnson, Ph.D. Assistant Professor New Jersey Institute of Technology University Heights Newark, NJ 07102 973-596-5472 cjohnson@njit.edu</p>	<p>Carol Myers, PhD Dean & Assistant Professor of English Athens Technical College 800 US Hwy 29 North Athens, GA 30601 706-355-5080 cmyers@athenstech.edu</p>
<p>Tracy Newvine Assistant Professor, Faculty Trainer Troy University eCampus 81 Beal Pkwy SE Ft Walton Beach, FL 32548 850-301-2114 tnewvine@troy.edu</p>	<p>Deborah Miller, PhD Associate Director First Year Composition Park Hall University of Georgia Athens, GA 30602 706-542-2181 dlmiller@uga.edu</p>