

## **CURRICULUM VITAE EXAMPLE**

### **AMELIA RIVERA-COROT**

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#### **EDUCATION:**

Expected 20XX	Ph.D.	School of Education, Stanford University Administration and Policy Analysis Disciplinary Minor: Sociology
19XX	E.D.S.	School of Education, Stanford University Specialist in Program Evaluation
19XX	M.A.	University of California, Davis Educational Psychology
19XX	B.A.	University of California, Davis History

#### **ACADEMIC AWARDS**

20XX-20XX National Research Pre-Doctoral Trainee Fellowship in Organizations and Mental Health  
sponsored by the National Institute of Mental Heath through the Department of Sociology,  
Stanford University.

20XX-20XX Lewis B. Mayhew Scholarship  
Recognition of merit in the study of Administration and Policy Analysis in Higher Education,  
Stanford University

19XX-20XX Stanford University School of Education Fellowship

#### **TEACHING EXPERIENCE**

20XX Instructor, Language Arts Division  
Course: Developmental Reading  
De Anza Community College, Cupertino, California

20XX Adjunct Lecturer, Education Department  
Course: Cognitive Processes Involved in Test Learning  
University of California, Davis  
*Shared lecture responsibilities and curriculum design with Professor Carl Spring.  
Co-authored internal report on this experimental course.*

19XX Seminar Leader, Asian American Studies  
Course: Race, Nationality and the Asian American  
University of California, Davis  
*Worked with Professor Almirol on the design of learning strategies seminar for students having difficulty with the course.*

### **RESEARCH EXPERIENCE**

- 20XX-20XX      Dissertation: “Organizational Determinants of the Transfer of Hispanic Students from Two- to Four-year Colleges.”  
Director: W. Richard Scott, Sociology  
Readers: Raymond F. Bacchetti and Milbrey W. McLaughlin, Education  
*Study results will improve educators' understanding of the effect of organizational factors on student behavior and academic outcomes. Three case studies, including interviews and surveys, are conducted in community colleges with varying transfer rates.*
- 19XX-20XX      Research Assistant for Vice Provost of Management & Director of University Budgets, Stanford University.  
Study Title: “Profile of the Stanford Community College Transfer Student: Revisiting the Community College Elite.”  
*Proposed study, designed data collection and analysis, wrote final report.*
- 19XX              Research Assistant for School of Education, Stanford University  
Study Title: “ Demographic Shifts and their Implications for Education: The Hispanic Population in California.”  
*Produced policy paper integrating and interpreting data from several sources.*

### **EVALUATION EXPERIENCE**

These positions require the ability to design program evaluation, develop data collection instruments, collect data, analyze data, and write final reports.

- 20XX-20XX      Consultant/Evaluator of 5th and 6th grade dropout prevention program for St. John's Tutoring Center, Mission District, San Francisco County Schools.
- 19XX-20XX      Evaluator of dropout prevention programs (K-8) in Santa Clara County School Districts for the Whitney, San Francisco and Packard Education Foundations.
- 19XX-19XX      Evaluator of the transfer process in six Bay Area Community Colleges for the Foothill-DeAnza Community College District. Paper accepted for presentation at the 1987 American Education Research Association meeting.

### **TEACHING AND RESEARCH INTERESTS**

Organization research and evaluation, organization behavior in education, organizations and public policy, educational policy development as it affects the non-traditional student, organizational implications of changing demography, participation of ethnic minority and re-entry students in education, education organizations and mental health, educational preparation for the labor market, qualitative research methods.

### **INVITED LECTURES, PUBLICATIONS, PAPERS**

“Organizational Determinants of the Transfer of Chicano/a Students from Two- to Four-year Colleges,” to be presented on April 23, 20XX at the annual meeting of the American Educational Research Association, Washington, DC.

“The Transfer Status of Non-Transfer Students,” to be presented on April 20, 20XX at the annual meeting of the American Education Research Association, Washington, DC.

**INVITED LECTURES, PUBLICATIONS, PAPERS CONTINUED**

“Educational Trends Among Chicanos,” presented on January 28, 20XX as part of a lecture series on Chicano Mental Health co-sponsored by The Chicano Fellows Program and Counseling & Psychological Services, Stanford University.

“The Structure of Student Communication: Living Within the Network,” presented on October 28, 20XX at an annual conference co-sponsored by the American Educational Research Association and the Association for the Study of Higher Education, San Francisco.

“Demographics Shifts and Their Implications for Education: The Chicano/a Population in California,” published by the Policy Analysis for California Education Project (PACE): University of California, Berkeley, 20XX. Excerpt printed by the Study of Stanford and The Schools Changing Contexts Panel in July, 20XX.

“An Experimental Reading Course for College Freshmen,” (with Professor Carl Spring) presented on April 15, 19XX as part of the University of California and California State University Conference on Learning from Text, Lake Arrowhead. Published as an internal report in May, 1999 by the Basic Skills Research Program, University of California, Davis.

“The Effect of Developmental Programs on University Student Grades,” (with Edith Zais and Len Gatewood), Journal of Reading 17 (April 19XX): 531-537.

Numerous presentations given between 19XX-19XX on topics related to the role of student support services.

**ADMINISTRATION EXPERIENCE**

- 20XX-20XX      Graduate Student Assistant to the Associate Dean,  
                         Academic Affairs for Minority Student Concerns and Recruitment  
                         School of Education, Stanford University  
*Instrumental in developing this position and the first to hold it.*
- 19XX-19XX      Reading Program Coordinator  
                         Learning Skills Center, University of California, Davis  
*Designed and taught reading workshops; advised students; selected and supervised program staff.*
- 19XX-19XX      Learning Development Program Specialist  
                         Kent State University, Kent, Ohio  
*Implemented first study skills program at Kent State University. Taught and advised other students.*
- 19XX-19XX      Financial Aid Counselor  
                         University of California, Davis  
*Advised students, evaluated applications, determined need, recommended awards.*

**UNIVERSITY SERVICE AWARDS**

- 19XX - 19XX      Twice nominated and selected for Outstanding Performance Award, a monetary award in recognition of especially meritorious service.  
                         University of California, Davis

### **UNIVERSITY SERVICE AWARDS CONTINUED**

Accomplishments: *Active member of advisory committees on affirmative action, developed and coordinated multi-ethnic women's conferences and lecture series; mobilized diverse groups in the City of Davis, including several University groups, to promote human service through a festive event attended by over 3000 persons during a Memorial Day weekend. The event had an \$800 budget and was carried out primarily by volunteers.*

- 19XX      Recipient of Mid-Management Internship  
Financial Aid Office, University of California, Davis  
Released from regular duties for six months to receive training in the operation and management of a broad range of office functions.

Accomplishments: *Developed program evaluation review charts that were instrumental in promoting efficiency in financial aid application processing cycle.*

### **PROFESSIONAL ACTIVITIES**

- Fall 20XX      Consultant on student needs assessment survey for Faculty Development Grant Academic Senate for California Community Colleges.
- April 20XX      Participant  
American Educational Research Association National Graduate Student Seminar in Education Administration, San Francisco.
- 19XX-20XX      Vice-President  
Stanford Chapter, Phi Delta Kappa
- 19XX-20XX      Student Representative  
Area Committee for Program Administration and Policy Analysis
- 19XX-19XX      President  
Northern California College Reading Association

### **COMMUNITY SERVICE**

- 19XX-20XX      Member, Yolo County Health Council  
Woodside, California
- 19XX-19XX      Member, Board of Directors  
Cal Aggie Women's Affairs Commission, Davis, California

### **CREDENTIALS**

Community College Instructor, Basic Education and Psychology  
Community College Counselor Credential  
Community College Supervisor Credential

### **REFERENCES**

Available from: Career Development Center  
Stanford University  
Stanford, CA 94305-8530  
(650) 723-1548