

CURRICULUM VITAE EXAMPLE

AMELIA RIVERA-COROT

999 D Escondido Village
Stanford, CA 94305
(650) 723-1214
rivera_corot@stanford.edu

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 Health 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 <i>Shared lecture responsibilities and curriculum design with Professor Carl Spring. Co-authored internal report on this experimental course.</i>
19XX	Seminar Leader, Asian American Studies Course: Race, Nationality and the Asian American University of California, Davis <i>Worked with Professor Almirol on the design of learning strategies seminar for students having difficulty with the course.</i>

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
<i>Instrumental in developing this position and the first to hold it.</i> |
| 19XX-19XX | Reading Program Coordinator
Learning Skills Center, University of California, Davis
<i>Designed and taught reading workshops; advised students; selected and supervised program staff.</i> |
| 19XX-19XX | Learning Development Program Specialist
Kent State University, Kent, Ohio
<i>Implemented first study skills program at Kent State University. Taught and advised other students.</i> |
| 19XX-19XX | Financial Aid Counselor
University of California, Davis
<i>Advised students, evaluated applications, determined need, recommended awards.</i> |

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