

MenYon L. Thomas

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“Those who know, do. Those that understand, teach.”— Aristotle

EXPERIENCE

Part-time Associate Instructor | The University of Akron - Main Campus | August 2022 – present

- Improved student performance by defining clear goals and communicating performance metrics.
- Created and implemented course agendas, lesson plans and activities to successfully meet course objectives.
- Engaged students with insightful and compelling classroom discussion of topics relevant to coursework to boost student learning and retention.
- Created unique, student-centered lesson plans and assignments for each class to promote maximum learning and knowledge retention.
- Integrated current events and cultural themes into course materials to contextualize subject matter and facilitate lifelong learning.
- Attended meetings and workshops to refine and enhance instructional skills.
- Examined and graded assignments and assessments to report grades to appropriate personnel.
- Improved student understanding by efficiently managing teaching materials and answering students' discussion inquiries.
- Used lectures, discussions and demonstrations to increase learning and classroom success.
- Consistently communicated with students to acknowledge and reward positive strides and discuss areas of improvement.
- Used technological equipment to enhance the process of students' learning.
- Participated in school retention initiatives by providing regular, accurate and timely feedback to students and school concerning academics, behavior and attendance.

Part-time Lecturer | John Carroll University| August 2018 – Present

- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Used a variety of learning modalities and support materials to facilitate the learning process and accentuate presentations.
- Created and designed quizzes, tests, and projects to assess student knowledge.
- Used PowerPoint and Google technology to give presentations to student classrooms.

SKILLS

Group and individual instruction

Online lectures/teaching

Learning Management Systems

Curriculum Development

Continuing education

Exam writing

Adult Education

Student counseling

Online content delivery

Presentations

Classroom lecturing

Student needs assessment

Post-secondary education

Lesson Planning

Classroom management

Differentiated instruction

- Mentored undergraduate and graduate students in effective next steps for education and career preparedness.
- Implemented instructional technologies in course delivery to engage and educate students.
- Arranged syllabus, developed schedule, and determined reading list for varied courses simultaneously, giving students appropriate time to complete assignments and absorb information.
- Utilized distance learning technology to instruct students remotely.
- Delivered lectures at an appropriate pace and pronunciation for optimal audience comprehension by non-native English-speaking students.
- Created excitement and enthusiasm in the classroom by delivering engaging subject matter.
- Graded quizzes, tests, homework, and projects to provide students with timely academic progress information and feedback.
- Created syllabus and instructional plans for each class session in accordance with stated course objectives.
- Taught a diverse student population by employing various learning styles and abilities.

Part-time Instructor | Cuyahoga Community College - West | January 2018 – Present

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- Improved student understanding by efficiently managing teaching materials and answering students' discussion inquiries.
- Used lectures, discussions, and demonstrations to increase learning and classroom success.
- Consistently communicated with students to acknowledge and reward positive strides and discuss areas of improvement.
- Used technological equipment to enhance the process of students' learning.
- Participated in school retention initiatives by providing regular, accurate, and timely feedback to students and the school concerning academics, behavior, and attendance.
- Transitioned course material and applied technological options for

- Academic research
- Student advisement
- PowerPoint
- Supporting materials
- Faculty collaboration
- Student research guidance
- Online learning tools
- Technology-based curriculum
- Classroom presentations
- Goals and performance
- Tutoring
- Performance improvement
- Lecturing
- Search Engine Optimization
- Grading
- Building Confidence through Positive Reinforcement
- Test Preparation and Test-Taking Strategies
- Problem Solving Support
- Teaching Foundational Study Skills

online and course-related software for Speech and Interpersonal Communication classes.

Part-time Online Instructor| Eastern Gateway Community College | August 2017 – Present

- Modified lessons and curriculum to accommodate diverse learners by using strategies such as peer-assisted learning and group work.
- Participated in department meetings to provide input to colleagues about student achievement and improvement.
- Evaluated students' understanding of course material through examinations and in-depth essay writing.
- Used designated student database and Canvas to document student grades.
- Engaged students with insightful and compelling classroom discussion of topics relevant to coursework to boost student learning and retention.
- Designed and distributed feedback forms to continually improve teaching skills and develop stronger connections with students.
- Advised students in academic matters to improve successful course completion.
- Showed excellent interpersonal dialogue skills ensuring student retention of subject matter.

Part-time Instructor | Kent State University | August 2015 – May 2019

- Improved student performance by defining clear goals and communicating performance metrics.
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- Examined and graded assignments and assessments to report grades to appropriate personnel.
- Improved student understanding by efficiently managing teaching materials and answering students' discussion inquiries.
- Used lectures, discussions and demonstrations to increase learning and classroom success.
- Consistently communicated with students to acknowledge and reward positive strides and discuss areas of improvement.
- Used technological equipment to enhance the process of students' learning.
- Participated in school retention initiatives by providing regular,

Adapting to Student's Learning Style
Dependable and Responsible
Positive Role Model
Creating Customized Learning Plans
Progress Reports and Check-Ins
Organization and Planning Skills
Written and Verbal Communication
Inspiring Love of Learning
Clear Instruction and Communication
Establishing Learning Goals
Student Evaluation and Needs Assessment
Video Conferencing
Curriculum Review and Lesson Preparation
Classroom Observation
Critical Thinking
Problem Solving
Attention to Detail

accurate and timely feedback to students and school concerning academics, behavior and attendance.

Part-time Associate Instructor | The University of Akron - Wayne | August 2014 – May 2015

- Improved student performance by defining clear goals and communicating performance metrics.
- Created and implemented course agendas, lesson plans and activities to successfully meet course objectives.
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- Created unique, student-centered lesson plans and assignments for each class to promote maximum learning and knowledge retention.
- Integrated current events and cultural themes into course materials to contextualize subject matter and facilitate lifelong learning.
- Attended meetings and workshops to refine and enhance instructional skills.
- Examined and graded assignments and assessments to report grades to appropriate personnel.
- Improved student understanding by efficiently managing teaching materials and answering students' discussion inquiries.
- Used lectures, discussions and demonstrations to increase learning and classroom success.
- Consistently communicated with students to acknowledge and reward positive strides and discuss areas of improvement.
- Used technological equipment to enhance the process of students' learning.
- Participated in school retention initiatives by providing regular, accurate and timely feedback to students and school concerning academics, behavior and attendance.

Part-time Instructor | Stark State College | January 2011 – May 2016

- Improved student performance by defining clear goals and communicating performance metrics.
- Created and implemented course agendas, lesson plans and activities to successfully meet course objectives.
- Engaged students with insightful and compelling classroom discussion of topics relevant to coursework to boost student learning and retention.
- Submitted daily class roster to accurately maintain attendance records.
- Created unique, student-centered lesson plans and assignments for each class to promote maximum learning and knowledge retention.
- Integrated current events and cultural themes into course materials to contextualize subject matter and facilitate lifelong learning.
- Improved student understanding by efficiently managing teaching materials and answering students' discussion inquiries.

Letters of Recommendation

Emotional Support

Decision Making

Time Management

Presentations and Public Speaking

Communication Studies expertise

Microsoft Office Suite

Multitasking and Prioritization

Alphanumeric Entry

Data Management

Service-Oriented

Data Verification

Course planning

Curriculum design

Course management

Cultural Awareness

Course material creation

Calm and Professional Under Pressure

Efficient and Detail-Oriented

- Used lectures, discussions and demonstrations to increase learning and classroom success.
- Consistently communicated with students to acknowledge and reward positive strides and
- discuss areas of improvement.
- Used technological equipment to enhance the process of students' learning.
- Participated in school retention initiatives by providing regular, accurate and timely feedback to students and school concerning academics, behavior and attendance.

Assistant Professor of General Education | Herzing University | April 2009 – April 2015

- Used a variety of learning modalities and support materials to facilitate the learning process and accentuate presentations.
- Took attendance, graded assignments and maintained student records to assist teachers with administrative tasks and maintain smooth daily operations.
- Built strong rapport with students through class discussions and academic advisement.
- Applied innovative teaching methods to encourage student learning objectives.
- Mentored students and communicated internship and employment opportunities.
- Supported weekly Writing lab sessions, contributing to student engagement, comprehension and learning objectives.
- Assisted professors and school administrators with continuous development, review, planning and outcomes evaluation to measure Speech and Writing program performance.
- Stood in for professors and teachers in absences, lecturing or providing course material on Speech and Writing based on lesson plans.
- Revised course objectives, course materials, instructional and assessment strategies for courses.
- Tutored diverse groups of students to strengthen subject comprehension, boost confidence and build important learning skills.
- Stressed importance of good study habits by encouraging students to create personalized study plans.
- Helped students prepare for tests and exams by providing guidance, motivation and encouragement.

Part-time Instructor & Speech Tutor | Brown Mackie College | February 2009 – December 2009

- Applied various teaching aids to minimize learning gaps and instruct and motivate students.
- Used learning assessments to regularly monitor student understanding of class concepts and materials.
- Optimized day-to-day instruction to align educational strategies with

Issue and Complaint Resolution

Upbeat and Positive Personality

Patient and Empathetic

Computer Proficiency

Strong Analytical and Problem Solving Skills

Administrative and Office Support

Cultural Awareness and Sensitivity

industry best practices.

- Evaluated and revised lesson plans and course content to achieve student-centered learning.
- Initiated new learning methods, eliminating instructional gaps and improving comprehension.
- Facilitated learning with creation of engaging written and oral assignments.
- Observed and adopted new techniques from skilled instructors and lecturers.
- Promoted classroom safety, collaboration and best practices.
- Assisted students in retaining lecture information with creation of guides and course materials.
- Developed and clearly presented classroom rules, guidelines and objectives.
- Enhanced student comprehension and shortened learning process through new teaching methods.
- Improved student performance by defining clear goals and communicating performance metrics.
- Tracked student progress, frequently checking in with struggling students and identifying root causes of problems.
- Increased student participation via engaging lectures and assignments.
- Tested and evaluated students on materials presented in workshops and classes.
- Optimized learning plans based on student performance and feedback.
- Tutored diverse groups of students to strengthen subject comprehension, boost confidence and build important learning skills.
- Stressed importance of good study habits by encouraging students to create personalized study plans.
- Helped students prepare for tests and exams by providing guidance, motivation and encouragement.

EDUCATION

Capella University, Minneapolis, MN — *Ed.D in Educational Leadership & Management* [2016]

- Overall GPA: 3.75
- Published dissertation [in ProQuest database] entitled, “Using a Modified Delphi Method to Improve Writing Assignments: An Action Research Study”
<https://www.proquest.com/openview/5fe819d7dcd39b42b4e649af8e64e0d8/1?pq-origsite=gscholar&cbl=18750>

Eastern Michigan University, Ypsilanti, MI — *M.A. in Communications* [2005]

Eastern Michigan University, Ypsilanti, MI — *B.S. in Communication & Theater Arts* [2002]

FACULTY DEVELOPMENT

- E-College Training (BMC) – 2009
- “Come as You Are” In-Service – (BMC) March 2009
- Blended Online Facilitator Training (BMC) – August 2009
- APA/Research In-service – (HU) – 2010
- Blackboard 9.1 Training (HU) – January 2011
- ANGEL Training (SSC) – January 2011
- Faculty Online Delivery Basics (SSC) – January 2011
- Pacific Institute Workshop: Thought Patterns for High Performance 3.0 (HU) 2011
- Bridges Out of Poverty In-service – (HU) – April 2012
- Classroom Management Webinar – (HU) – May 2012
- Discussion Teaching/Case Studies Webinar (HU) – June 2012
- Safety in the Workplace/Self Defense – (HU) – June 2012
- Lesson Planning Webinar (HU) – August 2012
- LanSchool Training (HU) – 2013
- Faculty Conference (HU) – March 2013
- Wiki and Discussion Board Webinar (HU) – May 2014
- Engaging Your Classroom Webinar (HU) – May 2014
- Distant Learning Training (UA) - August 2014
- Springboard Training (UA) – August 2014
- Sexual Harassment and Eliminate Sexual Misconduct Training (UA) – February 2015
- Effective Rubrics In-service (HU) – April 2015
- Title IX Training (SSC) – June 2015/April 2016
- Loud Cloud Training (EGCC) – August 2017
- Evaluating Speeches & Facilitating Classroom Discussions with Cheri Simonds (KSU) – September 2017
- Blackboard Bootcamp Online (TRI-C) – April 2018
- FYE:First Year Experience Training (TRI-C) – June 2018

- Cyber Security Awareness Training (JCU) – March 2019
- Backwards Design (TRI-C) – May 2020
- Flip Grid: A Video Discussion Platform (TRI-C) – May 2020
- Online Course Design Workshop (JCU) – June to July 2020
- ‘Spark’ing’ Creativity in the Classroom: Adobe Spark (TRI-C) – July 2020
- Redesigning Assignments for a Perspective of Equity (TRI-C) – January 2021
- Online Student Engagement Techniques (TRI-C) – February 2021
- Wikis, Groups and Blogs??? Oh My! Creating Group Work in the Online Classroom (TRI-C) – March 2021