

Lorreta Himinez

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Skilled communication practitioner with expertise in facilitating workshops, mentoring, writing, editing, and research. Three years supervisory experience in an educational office. More than 8 years experience in the development and presentation of learning programs. Excellent oral and written communication skills.

Training

- Developed and facilitated courses for Nationwide Insurance and McGraw-Hill employees.
- Supervised the efforts of 11 graduate student teachers. Responsible for facilitator training, evaluation and monitoring of introductory communication courses.
- More than 8 years teaching experience at major universities.
- Developed and conducted courses for as many as 90 participants per semester.
- Always received outstanding evaluations by focusing on creation of a learning environment that encourages participant involvement, presenting material clearly and at the participant's level, and being approachable and willing to help participants succeed.
- Mentored undergraduate students; helped them create class schedules, find internships, explore graduate school opportunities, and plan their job searches.

Writing and Editing

- Reviewed and critiqued 9th edition of text book *Communicating at Work*.
- Wrote press releases and public relations materials for 20XX Napa Music and Arts Festival.
- Lead editor of textbook on issues of gender and culture for use in public communication courses. Coordinated manuscript development between editors and publishing company.
- Edited a textbook manuscript for a publishing company.
- Authored and presented 11 publications, conference papers, panel discussions, convention programs, or speeches in addition to doctoral dissertation (list available upon request).
- Wrote or edited a wide range of course materials, such as course manuals, facilitator guides, course assignments, and assessment materials.

Communication

- Excellent interpersonal skills--proven ability to coordinate efforts of diverse groups towards completion of goals. Actively seeks challenges.
- Accomplished public speaker--have given presentations to groups of 4 to 125.
- Experienced with a variety of PC software programs.

Professional Experience

- Pasadena City College, Department of Communication Skills, 20XX
- USC, Department of Communication, 20XX
- California State University, Long Beach, 20XX-20XX

Education

- Ph.D. in Communication, USC, Annenberg School of Communication, Los Angeles.
- M.A. and B.A. in Communication, California State University, Long Beach