



Cynthia Gundy, M.A.

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PROFESSIONAL SUMMARY

Multifaceted visiting Instructor well-versed in supporting communication study groups with advanced training, skilled motivation and high-energy advocacy. Dedicated to supporting academic and social development of scholars. Desire to complement education-based strategies with techniques to promote learning.

SKILLS

- Currently enrolled in Texas Teachers' Alternative Cert. Program
- Student progress report
- Varied lesson plans
- Conflict resolution
- Strong collaborator
- English fluency
- Student-centered learning
- Time management
- Creative learning strategies

WORK HISTORY

VISITING INSTRUCTOR

08/2019 to CURRENT

Texas Southern University | Houston, TX

- Shifted between formal and informal methods of teaching to keep students interested, including group projects, Career Outlook projects and various speeches. Introduced and taught 30-minute prep, an online comprehensive writing tool that enhanced student writing skills. Currently using McGraw-Hill Learning Management System for students.
- Taught 1st summer session of Business and Professional Communication (summer2024).
- Named Outstanding Faculty Member of the Communication Studies Department for 2023.

- **Courses taught**

Comm Study 1321-Business and Professional Communication - 4 sections – (online). McGraw-Hill LMS-1 Overload course taught

Comm study 135 Business and Professional Communication - 4 sections

Comm study 135 Business and Professional Communication - 3 sections

Comm study 136 Public Address - 2 sections. Utilized 30 Minutes Prep software

Implemented scholarly videos and mock speeches to engage students, increasing classroom collaborations. Prepared quizzes, tests and examinations to gauge how well students were learning.

ComWeek- Assisted with collaborations and fundraising efforts. Contacted university partners, vendors for support.

SOC Alumni Group- Current liaison for the group and the SOC faculty. Facilitate monthly meetings, send communications to the group members and assist with fundraising campaigns.

- **Currently Teaching**
- 1321-Business and Professional Communication - 4 sections and 1 overload. Utilizing McGraw-Hill LMS, teaching students the various communication processes and how to effectively give an informative/persuasive speech. Conduct an interview and understand various forms of communication.

ASSOCIATE TEACHER

12/2013 to CURRENT

Houston Independent School District | Houston, TX

- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors
- Educated students in foundational concepts such as shapes, numbers and letters
- Consulted with parents to build and maintain positive support networks and support continuing education strategies
- Maintained consistent classroom schedule with wide range of experiences
- Watched and documented behaviors for use in identifying areas in need of support

GRADUATE ASSISTANT

01/2013 to 06/2013

Texas Southern University | Houston, Texas

- Directed students in performing and completing assigned tasks
- Liaised between faculty and students to answer questions and optimize faculty time
- Organized various class presentations and new course materials as directed by professor
- Supported department members with administrative, research and academic assistance
- Prepared lessons according to course outline to convey all required material and deepen student understanding of subject matter

INTAKE COUNSELOR

11/2009 to 06/2011

City Of Houston Housing And Community Development | Houston, Texas

- Directed family-centered, strengths-based, culturally competent and individualized intakes and assessments

- Displayed sensitivity to cultural and linguistic needs of clients and families served
- Managed quality assurance program including on site evaluations, internal audits and customer surveys
- Worked with Hurricane Ike survivors to resolve issues from damages. Improve operations and provide exceptional customer service
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately

ONBOARDING COORDINATOR - CONTRACTOR

01/2001 to 02/2008

Chevron | Houston, TX

- Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols
- Improved project success rates with solid staff coaching, performance monitoring, quality assurance and effective problem resolution
- Collected and analyzed information to monitor compliance outcomes and identify and address trends of non-compliant behavior

EDUCATION

Master of Arts | Speech Communication

2013

Texas Southern University, Houston, TX

Bachelor of Arts | Speech And Rhetorical Studies

2010

Texas Southern University, Houston, TX