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## VANESSA J. AGEE

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**Business and communication professional with years of experience in education, and the public and private sectors. Strong skills in networking, encouragement, and servant leadership. Internal and external client focus while maintaining state, district, and departmental standards.**

My teaching philosophy is that any student can excel when they are provided the correct tools. Primary tools include creating interesting lessons and projects that are applicable for life in a global workforce, as well as connecting students with applicable resources and opportunities. Attention is given to culturally sustaining pedagogy, differing abilities, and UDL. The focus of my pedagogy is to provide students with a culturally sustaining and relevant educational experience that embraces every student with the goal of them knowing they belong to the college community and can succeed in their academic and professional goals..

### POST-SECONDARY EXPERIENCE

**Sul Ross State University, Alpine, TX**

**1/24 - Present**

**Adjunct Professor, Dual Enrollment; Part time**

Create lessons to promote student involvement and belonging while demonstrating application of course concepts and material. Follow prescribed syllabi and established institutional outcomes. Evaluate student speeches and assignments to determine progress and mastery of concepts. Meet course objectives and follow timelines. Maintain professional relationships with students, colleagues, and the community.

**Courses Taught: (using BlackBoard Ultra)**

COMM1315 Public Speaking, 16 week, online: Spring 2024 (one section; Dual Enrollment)

**Maricopa County Community College District, Arizona**

**10/16 - Present**

**Adjunct Professor, Part time**

Design syllabi, curriculum, assessments, and lessons based on state, district, and college-wide standards. Differentiate lessons based on formative assessment data. Create inclusive and supportive quizzes and assignments. Coordinate Honors projects with internal and external resources. Engage in professional development. Assess and evaluate student knowledge through assignments and summative assessments. Monitor student scholastic records to engage students or refer to resources. Collaborate with other departments including the library, testing center, veterans center, and marketing. Participate in Inclusion and Diversity training classes. Engage students using 21st Century supplemental tools such as Kahoot! and the High Five Test. Participate in andragogical learning opportunities such as the 2020 Essentials for Instruction in Multiple Modalities ("EIMM"), ETL220 Excellence in Online Instruction, and the ACUE Effective Teaching Practices fellowship. Offer non-standard office hours via phone or Google Meets based on student availability to advise and assist students.

**Courses Taught: (using Canvas LMS)**

COM100 Intro to Human Communication, 5 week, in person: Summer 2022 (two sections, ACE Program); Summer 2023 (two sections, ACE program)

COM100 Intro to Human Communication, 8 week, online: Summer 2020 (one section, ACE Program)

COM100 Intro to Human Communication, 16 week, in person: Spring 2020 (three sections); Fall 2021 (two sections); Spring 2023 (one section, ACE program); Fall 2023 (one section, ACE program)

COM100 Intro to Human Communication, 16 week, online: Fall 2020 (two sections); Spring 2021 (one section, with Honors students); Spring 2023 (one section, with Honors students); Fall 2023 (two sections)

COM110 Interpersonal Communication, 16 week, in person: Fall 2019 (two sections); Spring 2020 (one section)  
 COM110 Interpersonal Communication, 16 week, online: Fall 2020 (one section); Spring 2021 (one section, with Honors students)  
 COM225 Public Speaking, 5 week, online: Summer 2020 (one section)  
 COM225 Public Speaking, 8 week, hybrid: Fall 2016 (one section); Fall 2019 (two sections)  
 COM225 Public Speaking, 8 week, online: Fall 2020 (one section); Spring 2021 (two sections, with Honors students); Fall 2021 (two sections); Fall 2022 (two sections); Fall 2023 (one section)  
 COM225 Public Speaking, 8 week, live online: Summer 2021 (two sections)  
 COM225 Public Speaking, 16 week, hybrid: Spring 2017 (two sections)  
 COM225 Public Speaking, 16 week, online: Spring 2022 (two sections)  
 COM263 Intercultural Communication, 16-week, online: Spring 2023 (two sections, with Honors students)

**Arizona State University, Tempe, AZ  
 Communication Instructor, Full-time**

**08/23 - Present**

Design syllabi, curriculum, assessments, and lessons based on state, district, and college-wide standards. Differentiate lessons based on formative assessment data. Create inclusive and supportive quizzes and assignments. Support department as iClickers subject matter expert. Monitor student scholastic records to engage students or refer to resources. Provide teaching assistance including classroom support, student communication, and assignment grading. Assess and evaluate student knowledge through assignments and summative assessments. Collaborate with other departments including the testing center, Dean of Students office, and Student Accessibility. Participate in Inclusion and Diversity training classes. Engage students using 21st Century supplemental EdTech tools. Offer weekly office hours to advise and assist students.

**Courses Taught, or Teaching Associate: (using Canvas LMS)**

COM100 Intro to Human Communication, 16 week, in person: Fall 2023 (three sections, Teaching Associate)  
 COM207 Intro to Community Inquiry, 16 week, in person: Fall 2023 (one section, Teaching Associate in Large Lecture and Teacher of Record in Breakout Lecture)  
 COM230 Small Group Communication, 16 week, in person: Fall 2023 (one section)

**ADDITIONAL PROFESSIONAL EXPERIENCE**

**ASU Preparatory Academy**

**11/21 - 08/23**

**Academic Program Manager, Full time**

**Promotion Jul. 2022:** Assist the Director of Immersion Academics in succession planning strategies for professional development for site leadership. Assist in recruitment, screening, and selection of site personnel. Disseminate information of University-led innovations. Maintain partnerships between ASU Prep and ASU Prep Digital staff. Collaborate with the Director in upholding appropriate accreditation measures that align with Cognia accreditation visits. Update federal and state reports. Create and host professional development for teacher assistants. Provide support on school sites as needed. Plan and execute state testing.

**Nov. 2021 EL Teacher:** Instructed English Language Learners (“EL”) in Speaking, Listening, Reading, Writing, and Oral English skills. Collaborated with English teachers to provide students with relevant lessons that mirrored classroom assignments. Adjusted content based on students’ grade levels and personal interests. Created documents and spreadsheets to develop EL program best practices. Proctored AZELLA tests and assist with AASA, ACT, and other testing, coordinated test dates with key staff and requested testing accommodations as necessary. Substituted other classes when short staffed. Co-lead EL PLC to create community and enhance motivation for EL teachers. Maintained positive relationships with staff and students.

**Providence High School, Chandler, AZ**

**10/20 – 05/21**

**Edgenuity Coordinator, Full time**

Monitored high school students' use of Edgenuity, an online education learning resource system. Evaluated and recognized trends in student participation levels for classes ranging from Intro to Human Communication to English. Interpreted data to determine avenues for best student outcomes. Compiled data to present to administration for supplemental instruction for students with Individualized Education Plans. Coordinated with other teachers to create goals for shared students. Prepared reports for internal and external stakeholders. Connected students with qualified tutors and resources for various subject matters. Implemented competitions and rewards to motivate students. Documented discrepancies. Provided basic tech support or referred to Edgenuity when higher level support was needed. Contacted parents regarding student progress.

**Academia del Pueblo, Phoenix, AZ**

**08/19 – 03/21**

*Friendly House, Inc.*

**Substitute Instructor for K-8 and GED; On-call**

Created a positive environment for students when their primary teacher is absent. Followed lesson plans and instructions left by the teacher. Collaborated with other teachers and administration regarding student performance. Completed necessary documents and forms. Identified student struggles with content matter then demonstrated subject matter in alternate formats.

**Costco #736, Chandler, AZ**

**10/19 – 11/20**

**Vault Clerk and Front End Assistant, Part time**

**Vault Clerk:** Communicated with management, banks, and supervisors regarding monies on hand. Recorded payment card check-ins and check-outs. Created ledger of bank, Costco reward, and Citi reward checks. Evaluated data to determine trends. Explored methods of increasing productivity. Maintained records of postage stamps and movie tickets. Predicted future coin and cash needs for holidays.

**Front end:** Communicated with cashiers, supervisors, and staff for trends for needs of members and employees. Created a positive shopping experience for members by anticipating needs and offering additional products. Referred members to other stores and online sources when products were out of stock. Supported team members in other departments as needed. Critiqued store cleanliness in order to keep a "showtime ready" appearance. Explored current marketing materials to effectively answer questions on product sales. Participated in Costco sponsored volunteer and donation opportunities. Was a member of the "Journeys for Women" group that provided industry education and advancement opportunities.

**Maricopa Unified School District, Maricopa, AZ**

**07/18 – 05/19**

**Fifth Grade English Teacher, Full time**

Followed the provided curriculum to teach reading and writing to 50 students over two classes. Instructed students in interpersonal communication basics by modeling listening and taking turns speaking. Developed and differentiated lesson plans based on state, district, school, and grade-level standards. Implemented instructional strategies such as inquiry, lecture, and group discussion. Evaluated student academic growth and collaborated with other teachers to strategize learning plans. Communicated with parents via phone, Class Dojo, email, and in person. Supported grade-level team members by recognizing students trends and methods needed for learning transformation. Determined needs for additional student assistance and referred for special education testing. Administered state assessments. Organized field trips and off-campus learning opportunities. Supervised students outside of the classroom during school-wide special events.

**NID Housing Counseling Agency, Oakland, CA**

**06/17 – 06/18**

**Executive Assistant, Full time**

Provided project management support to the four-member Executive Team. Tracked and cataloged compliance documents of 38 branch offices. Created marketing materials. Organized local and national events for the network. Created curriculum to remotely train new offices. Differentiated curriculum based on branch locales, client, and real estate needs. Presented the benefits of joining the organization to potential branch managers at conferences and industry events featuring audiences of 50-100. Organized and maintained records for branch compliance with

HUD Housing Counselor testing. Communicated with internal and external partners such as housing counselors, branch managers, lenders, real estate agents, and HUD employees.

**Various School Districts, AZ**

**05/16 - 05/17**

**Substitute Teacher, On call**

Created a positive environment for students when their primary teacher was absent. Followed lesson plans and instructions left by the teacher. Collaborated with other teachers and administration regarding student performance. Completed necessary documents and forms. Identified student struggles with content matter then explained subject matter in alternate formats.

**Foster Electric Motor Service, Chandler, AZ**

**08/14 - 01/16**

**Administrative Assistant, Full time**

Provided front office support through answering a multi line phone and directing calls to appropriate parties. Researched and processed bids for city, county, state, and federal contracts. Interpreted and noted documentation on incoming contracts. Created and managed electronic files of contacts and tax records. Maintained inventory of office supplies and ordered new supplies. Assisted purchasing department by communicating via phone and email with vendors and clients. Trained new employees.

**TextLinkBrokers, Mesa, AZ**

**06/12 - 04/14**

**Client Services Representative, Full time**

Produced monthly strategy and ranking reports. Evaluated positive and negative marketing and search engine trends. Streamlined spreadsheets and forms to increase productivity and efficiency. Developed curriculum for and implemented the "Positive Change" initiative to train team members on communication, accountability, and intrinsic motivation. Monitored web analytics data and kept sales partners apprised of data.

**Chandler-Gilbert YMCA, Chandler, AZ**

**02/09 - 04/13**

**Indoor Cycle Instructor, Part time**

Lead group of 1-17 students through an hour long indoor cycle class. Coordinated special events by contacting community business partners for sponsorship. Planned special event rides such as "Christmas in July" and "Cycle Sundays" to offer members more opportunities to connect. Choreographed cycle menu using classic and contemporary music. Used effective classroom management to monitor students exertion levels and differentiated instruction to keep the class safe, enjoyable, and motivating.

**Hancock Elementary School, Chandler, AZ**

**10/09 - 04/11**

**ParaEducator I, Full time**

Assisted public preschool teacher with all classroom functions. Instructed four year old children in positive behavior, soft skills, and communication. Assisted teacher with lesson preparation, ideas, and materials. Redirected students to learning and duties when they were off task. Monitored student safety on playground equipment. Participated in fire drills and other preventative practices. Informed teacher of student educational trends to be recorded on report cards or notes to parents.

**EDUCATION**

**Arizona State University, Tempe, AZ**

Master of Arts, Communication, May 2023

*4.0 with Distinction*

**Grand Canyon University, Phoenix, AZ**

Master of Science, Leadership, 2014

Bachelor of Arts, Communication, 2012

**Merritt Community College, Oakland, CA**

Associate of Arts, General Studies, 2000

### **Classes Taken: Graduate and Upper Division**

#### **[Code - Class Name - (Number of credits)]**

COM504 - Theories and Models in Communication (3)  
COM501 - Research Methods in Communication (3)  
COM514 - Communication and Gender (3)  
COM530 - Training and Development (3)  
COM521 - Negotiation: Theory and Practice (3)  
COM515 - Communication in the Workplace (3)  
COM540 - Conducting Communication Research (3)  
COM598 - Race in Public Culture (3)  
COM519 - Social Influence (3)  
COM550 - Communication Capstone(3)  
LDR645 - Cross-Cultural Communication (4)  
MGT605 - Leadership and Organizations (4)  
LDR600 - Leadership Styles and Development (4)  
LDR615 - Organizational Development and Change (4)  
LDR620 - Leading as a General Manager (4)  
LDR610 - Power, Politics, and Influence (4)  
LDR640 - Leadership and Innovation (4)  
LDR630 - Servant Leadership (4)  
HRM635 - Acquiring, Developing, and Leveraging Human Capital (4)  
UNV504 - Introduction to Graduate Studies (2)  
COM445 - Communication Issues and Critical Thinking (4)  
COM435 - Consumer Communications and Behavior (4)  
COM331 - Visual Media and Storytelling (4)  
COM302 - Writing for the Media (4)  
COM321 - Public Relations Writing and Design (4)  
COM315 - Intercultural Communications (4)  
COM311 - Principles of Public Relations (4)

### **PROFESSIONAL ORGANIZATIONS / CERTIFICATIONS**

#### **Chandler-Gilbert Community College, Black African-American Advisory Council**

Member, 2020-Present

#### **Arizona Department of Education**

Standard Adult Education Certificate, 2018-present (exp. 9/30)

### **AWARDS**

Chandler-Gilbert Community College, Student Choice Award, Recipient, December 2019

Chandler-Gilbert Community College, Student Choice Award, Nomination, December 2022