

**Sophia Melanie Manning, D.Litt, MLA, BSBA**  
Houston, Texas

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**Summary Profile:**

Broad-based and accomplished educator, facilitator, instructor, tutor, and business professional who grasps and successfully implements the learning process in various situations, such as a scholar, on the job or with individuals. Recognized for encouraging and challenging individuals to surpass their expectations by integrating their objectives into the learning process. Proficient at using authentic methods to convey information that explains course material. Teaching experience includes teaching online, face-to-face, hybrid, and blended modes of course delivery. Adept use of technological instructional device—MS Office (Excel, Word, Power Point, and Publisher), *Online Learning Management System*: Blackboard, Canvas, Cisco Kaltura, Webex, Zoom. *Profession web-based platforms*: Westlaw, LexisNexis, and customized client-based platforms. On-going professional/educational development seminars. Professionally trained and certified paralegal.

**Professional Experience:**

**8/2018-current Professor of Humanities, (adjunct)— (HUMA 1301)**, Houston Community College, Houston, TX. **Duties:** Prepare instructional and testing materials relevant to the course - Instruct/teach/test- Grade exams and assignments etc. - Provide constructive feedback to students. **Course content includes:** Prehistoric to Renaissance, nineteenth to twenty-first century topics on various sociological, political, and economic issues with strong focus on *Globalization*. Students examine diverse cultural traditions—explore the contributions of various humanistic disciplines and the methods of human expression they study. Special emphasis is placed on humanistic inquiry and expression, and its pivotal role in understanding human cultures.

**6/2019 – ongoing Faculty Tutor III, Reading and Writing**—Writing Center at Houston Community College.

**Duties:** Review students' essays/papers on social sciences—edit, coach and offer appropriate instructions as deemed necessary.

**9/2017- current Multi-phased ethnographic/empirical research project based on UNESCO's guidelines for global education.** Main topic: *Educating Beyond Borders*. Sub-topic (1): *Enabling the Differently-abled*, collaborative research with special education teacher, Manila, Philippines. Sub-topic (2) *Global Trends in Mass Media Studies*, collaborative research mentorship with MPhil student, Faisalabad, Pakistan.

**9/2015-6/2017 Lecturer II of General Education** at Kean University, coordinator for first year general education program, assessment coordinator for first year general education course, supervisor for general education mentors international exchange students. Completed assessment for Research Methods and Technology (GE 2021) and Transition to Kean (GE 1000) for university's accreditation. Courses include: Research Methods and Technology in social sciences/business majors—GE 2021, Research Methods and Technology in Literature—GE 2023, World Literature – ENG 2403, Critical Reading and Community—ID1500, General Education Transition to Kean – GE-1000/EDUC1300, College Composition for Non-native speakers—ENG-1300, Academic Written Discourse I—ESL 0305 and Academic Written Discourse/English For Academic Purposes II ESL 0405.

**9/2014-6/2015 Adjunct Professor of Academic English II/ Developmental English**, Passaic County Community College, Paterson, NJ—Content: composition and critical reading. **Duties:** Prepare instructional and testing materials relevant to the course - Instruct/teach/test- Grade exams and assignments etc. - Provide constructive feedback to students.

**9/2013-6/2014 Lecturer of Legal English and Conversational English** at Hunan University of Technology, Zhuzhou, China. In addition, I facilitated courses in Advanced Business English and Professional Development to upper management and senior engineers at China Southern Railroad, Times Electric Company, Ltd., Zhuzhou, China. Cultivated teaching partnership and alliances with China Southern Railroad, Times Electric Company, Ltd., Zhuzhou, China. Designed and taught seminars in Professional Development and Organizational Behavior according to the organization's structure in relation to its foreign clients and acquisition in the U.K. Improved organizational behavior and management by creating relevant case studies and role playing.

- **Special Assignment:** Tutored candidate representing Hunan Province (teacher) for the National Foreign Language Teaching Contest
- Taught upper division course connecting undergraduate students with practical research-based assignments.

- Facilitated creative projects based on relevant topic to the subject matter for teams and individuals.

**9/2012-6/2013 Business Lecturer of International Financial Management and Public Finance**

Yang En University, Quanzhou, China. Designed, implemented and taught upper-level courses to graduating seniors and juniors. Prepared graduating classes for standardized bank examinations, job search, and interviews. Researched and presented various relevant materials as deemed necessary; on-going curriculum review.

**6/2010-7/2011 Activities Coordinator** for developmentally disabled vocational adult learners

ECLC of New Jersey, PRIDE Day Program, Chatham, NJ. Extensive hands-on skills training for adults with development disabilities. Facilitated vocational skills training sessions, social and recreational activities. Supervised clients' jobs and job skills training. Coordinated Book Club sessions, leisure time activities, independent living, and community participation.

**2000-2010 Paralegal** Handled high-volume bankruptcy for creditor rights and consumer/debtor law firms; Chapter 7, 11 & 13 filings. Litigation, foreclosure, contracts, business transactions, and Corporate Law. Extensive data collection and legal research using technology; Westlaw and LexisNexis. Researched Chapter 13 Trustee's ledger. Filed pleadings and occasionally represented clients at Meeting of Creditors/341 hearings.

**Administrative Experience (1989-2000):** Administrative professional at corporate/business organizations—commercial finance, private investors, investor relations, and credit card banking.

**Duties:** Analyzed statistical data, researched stocks, financial data collection, and hands-on experience with various consumer and marketing strategies via online systems.

➤ **Facilitated courses in:**

- Introduction to Humanities—HUMA 1301
- Research Methods and Technology for social sciences and business majors—GE2021
- Research Methods and Technology in Literature for English majors—GE2023
- World Literature – ENG2403
- Critical Reading and Community—ID1500
- General Education Transition to Kean/Students Success Skills – GE1000
- College Composition for Non-native speakers I—ENG1300
- College Composition for Non-Native Speakers II—ENG 1430
- Academic Written Discourse/Reading for Academic Purposes—1 ESL0305
- Academic Written Discourse/Reading for Academic Purposes—II ESL0405
- Developmental/Academic English II – Literature and Writing –DE020
- Legal English –American judicial and legislative systems
- International Financial Management—FIN 428
- Public Finance—ECON3342

**Presentations / Conferences:**

Lead facilitator for international webinar workshop series on *Global Education/Global Citizenship Education*.

**Topic:** *The Global Educator: Global Eyes—Global Awareness*. Host, Indonesia Approach Education, Bandung City, West Java, Indonesia, scheduled for November 27 – 28 & December 4 –5 2020.

Guest presenter at international webinar workshop. Topic: *Recognition of Student Diversity and Learning Styles*. Host university: The University of KwaZulu-Natal, November 20, 2020.

Keynote presenter international webinar. **Conference theme:** *Shared values, content, and pedagogy through Global Citizenship Education—Teacher Best Practice*. **My Topic:** *Global Eyes: Global Awareness*. Host, Indonesia Approach Education, Bandung City, West Java, Indonesia, November 7, 2020.

Keynote presenter international webinar. **Conference theme:** *Pedagogy in Pandemic COVID—19; Empowered Women as Teacher at Home*. **My Topic:** *Women and Children in Pandemic Atmospheres Around the World*. Host, Indonesia Approach Education, Bandung City, West Java, Indonesia, July 11, 2020.

Presenter at The 4<sup>th</sup> International Conference on Education. **Conference theme:** *Sharing Knowledge building Dreams*. **My topic:** *Education Meets Globalization*. Bangkok, Thailand, April 2018. Continue research for project expansion/publication.

Chair and presenter at The 18<sup>th</sup> Biennial ISATT Conference on Teachers and Teaching. **Conference theme:** *Teaching, Search and Research*. **My Topic:** *Sustainability of Learning and Teaching practices. Educating Beyond Borders, EBB*. (Phase III) Salamanca, Spain. July 2017. Continued research for project expansion/publication

Presenter at The 3<sup>rd</sup> International Conference on Education. **Conference theme:** *Models of Global Education and Education Mobility for the 2020's*. **My Topic:** *Models of Global Education, Educating Beyond Borders, EBB*. (Phase II) Kuala Lumpur, Malaysia. April 2017. On-going research for project expansion/publication.

Presenter at The 3<sup>rd</sup> International Symposium on Ethnic Literature. **Conference theme:** *Ethnic Literature and the African Focus. Literature of the African Diaspora in the World*. **My topic:** *Caribbean, Commonwealth Literature in World Literature*. Hangzhou Dianzi University, Hanzhou, China, December 2016.

Presenter at The 22<sup>nd</sup> International Conference of the International Association for Intercultural Communication Studies. **Conference theme:** *Culture, Communication, and Cosmopolitanism*. **My topic:** *Educating Beyond Borders, EBB; Intercultural Education*. (Phase 1) Shanghai International Studies University, Shanghai, China. July 2016. On-going research for project expansion/publication.

#### **Education:**

**Doctor of Arts & Letters, Interdisciplinary Humanities**, The Caspersen School of Graduate Studies, Drew University, Madison, NJ 2014. **Dissertation:** *Existentialism*; Research and Creative dissertation based on the existentialist philosophy – scholarly framework sources: Soren Kierkegaard and Viktor Frankl

**Masters Liberal Arts**, Houston Baptist University, Houston, TX 2009

**Bachelor of Science Business Administration**, Herzing University, Atlanta, GA 2001

**Paralegal Certification** — National Center for Paralegal Training, (ABA Approved) Atlanta, GA 2000

#### **Continuing Education—Certifications:**

- Eagle Online for Canvas training (Learning Management System) (certificate, 6/2019)
- Open Education Resources, OER (certificate, 12/2019)
- Houston Community College Adjunct Academy Professional Development (certificate, 5/2020)
- Digital Storytelling (Certificate, 6/2020)
- Teaching Learning Excellence (TLE) completed training; certification pending

#### **International/Institutional Contributions/Community Service:**

As part of field research and service to the international academic community conducted a series of lectures:

- Member of Scientific Committee [MEDCOM] 5<sup>th</sup> World Conference on Media and Mass Communication, 2019, Kuala Lumpur, Malaysia.
- Guest speaker at The Alpha Kappa Delta International Sociology Honor Society Induction

Ceremony, 2018. Texas Southern University—topic: *Research and Scholarship for the Purpose of Service*

- Member of Scientific Committee [MEDCOM] 4<sup>th</sup> World Conference on Media and Mass Communication, 2018, Bangkok, Thailand.
- Guest speaker to graduate students in the School of Sociology at Texas Southern University, Houston, TX. Topic: *The Global Sociologist* 10/2017.
- Guest lecturer at University of Agriculture, Faisalabad, Pakistan on topic: *Education Meets Globalization*. Guest lecturer at Sargodha University, Faisalabad, Pakistan. Topic: *Education meets Globalization*, 9/2017. Guest lecturer at Shiblee College for Women and Sargodha University for Women, Faisalabad, Pakistan. Topic: *Empowering Twenty-first Century Women*. 9/2017.
- Acknowledged as distinguished guest at Special Education Olympics games division meet, September 2017 at Dr. A. Albert Elementary School & Amoranto Sports Complex, Manila, Philippines
- Kean University, Wenzhou, China. Successfully modeled pilot for Interdisciplinary course –Critical Reading & Community, ID1500.
- Kean University, Wenzhou China. Designed and implemented academic materials for first year general education course—GE-1000. *Students success survival kit (S3K)* 2015-2017.
- Kean University, Wenzhou China. Created and assigned activity workbook/supplemental material for first year general education course, GE-1000 that corresponds with textbook 2015-2017.
- **Kean Improve Your English** (KIYE—Community English Corner pilot program) Topic: *We Are The World--The message in the music*. Kean University, Wenzhou, China. June 2016.
- **Professional Development**—facilitated workshop session. Topic: *An Enthusiastic Approach to Teaching General Education*. Kean University, Wenzhou, China. June 2017.
- **Professional Development**—created and presented workshop for English Language Center staff. Topic: *Student Success Survival Kit; Surviving Freshman Year*. Kean University. June 2016.
- **Professional Development** – facilitated session on “*Value of the Reading Log: Tools for reading comprehension; active and critical reading strategies.*” Kean University. May 2016.

#### **Scholarly interest:**

Primary research interest: General education in a global context thru interdisciplinary humanities  
Philosophy of Soren Kierkegaard’s Existentialism  
Comparative/World Literature

#### **Volunteer Services:**

*Literacy Advance of Houston*, Tutor and ESL instructor, Houston, TX  
*West Houston Assistant Ministry*—Floater—Employment Services, Food pantry; miscellaneous, Houston, TX  
*Christ the Servant Lutheran Church*—Homeless service ministry, prepare food packages, Houston, TX