

ANDREW ALLMOND

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PERSONAL PROFILE

A passionate undergraduate-level instructor with an academic background in journalism and communication & rhetorical studies, and a diverse professional background that includes experience in teaching, print and online media publishing, risk management, sales, and advertising.

CAREER TO DATE

ACADEMIC APPOINTMENTS

Assistant Professor of Practice, Temple University, Fox School of Business (January '11 – Present)

Teach 4-5 sections/semester—live and online—of a required, writing intensive, 3-credit Business Communications course. *Course description: Business Communications is a workplace-oriented course designed to help students develop and refine the written and oral skills necessary to communicate effectively in professional settings. Students review the purpose and style of business writing and complete a variety of focused writing exercises based on actual work settings and scenarios. Students also plan, compose and analyze letters, memoranda and electronic messages; prepare and present brief oral presentations, collaborate with others and revise business communication. Teaching methods used include group lecture, classroom discussion and a break-out session utilizing a workshop format that relies heavily on in-class discussion and exercises that require active participation.*

Co-coordinated and co-developed, in 2012, the asynchronous online version of Business Communications by creating a new syllabus, schedule, online exercises, and teaching materials—including 8 high quality “virtual lectures.”

Adjunct Instructor, Temple University, Fox School of Business (July – December '10)

Same Business Communications course noted above.

Assistant to the Director, Temple University, Fox Business Writing Center (January – May '10)

Oversaw tutor training, coordinated tutor hours, and set up WC Online appointment schedules. Coordinated and presented workshops and course-oriented “Help Sessions.” Provided director with regular center usage and tutor performance reports.

RISK MANAGEMENT EXPERIENCE

Associate Underwriter, RLI Corp., Bala Cynwyd, PA (Temporary Assignment, January – May '10)

Processed and bound professional liability insurance applications for design professionals. Coordinated with new regional underwriting offices in New York, Minneapolis, and Washington, DC.

WRITING AND EDITING EXPERIENCE

Editor, Farlex, Inc., Huntingdon Valley, PA (December '08 – Present)

Edit and research content for TheFreeDictionary.com and AcronymFinder.com, compile staff feedback reports, and field user e-mails and discussion board queries.

Assistant Editor, Temple University, College of Education, Institutional Advancement (September '09 – May '10)

Created marketing material, e.g., department newsletters, brochures, and press releases. Wrote and edited the *Educator*, the College of Education's trade magazine.

Editorial Intern, Philadelphia magazine, Philadelphia, PA (May '08 – December '08)

Wrote, researched, proofread and fact-checked material for *Philadelphia* magazine and its ancillary publications: *Philadelphia Home* and *Philadelphia Wedding*.

Freelance Writing and Editing Projects (May '08 – Present)

Various features in *Philadelphia* magazine, *Philadelphia Home* magazine, *Wine & Spirits Quarterly* and *AC Now!*; *Angry Days*, a novel by Martin Greenstein; *The Trial of Uncle Tom*, a screenplay by William Austin.

OTHER PROFESSIONAL EXPERIENCE

Shipping/Receiving Manager, Cabrun Ink Products Corp., Philadelphia, PA (May '06 – May '08)

Managed a four-person staff responsible for receiving shipments and preparing outgoing shipments.

Account Executive, Automated Business Solutions, Hingham, MA (November '05 – May '06)

Sold digital office solutions to businesses within a 15-town territory.

Management Trainee, Executive Advertising Inc., Quincy, MA (June – November '05)

Managed direct marketing campaigns for local and national clients, including Firestone, NTB, the Boston Celtics, and Sheraton Hotels and Resorts.

EDUCATION

Temple University, Philadelphia, PA

EdD in Higher Education Leadership, expected May '22

MS in Journalism, December '10

Syracuse University, Syracuse, NY

BA in Communication & Rhetorical Studies, May '05, *Cum Laude*

HONORS & ACTIVITIES

2016-2017 **Dean's Appointee**, Merit Committee, Fox School of Business
2016 **Study Abroad Instructor**, Temple University Rome
2015-2016 **Volunteer Instructor**, Corporate Work Study Program, Cristo Rey Philadelphia High School
2013-2014 **Dean's Teaching Fellowship**, recognizing classroom innovation & excellence, Fox School of Business
2013-2014 **Appointed Member**, Teachers Roundtable, Fox School of Business
2013-2016 **Faculty Advisor**, American Marketing Association, Temple University Chapter
2012-2014 **Assurance of Learning Evaluator**, Fox School of Business – MBA, EMBA, MAcc, and BBA programs
2012-2013 **Committee Member**, OBBA Student Service Committee, Fox School of Business
2011-2012 **Faculty Judge**, Target Corp. Case Competition, Fox Dept. of Marketing and Supply Chain Management
2010 **Fox Crystal Apple Award**, Departmental Adjunct Teaching Award for Excellence in the Classroom
2005 **Mary K. Earle Award for Outstanding Undergraduate Research**, Syracuse University
2004 **Study Abroad Student at Trinity College**, Dublin, Ireland

LANGUAGES

Spanish: Four years academic experience; proficient in speaking and reading/writing

French: Two years academic experience; some speaking and reading ability