

ANDREW ALLMOND

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PERSONAL PROFILE

A passionate higher-education instructor with an academic background in educational administration, journalism, and communication, and a diverse professional background that includes teaching, print and online media publishing, risk management, sales, and advertising.

CAREER TO DATE

ACADEMIC APPOINTMENTS

Assistant Professor of Practice in Marketing & Supply Chain Management, 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 2013, 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 online tutoring appointment system. 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 – December '14)

Edited and researched content for TheFreeDictionary.com and AcronymFinder.com, compiled staff feedback reports, and fielded 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)

Wrote copy for *Philadelphia* magazine, *Philadelphia Home* magazine, *Wine & Spirits Quarterly* and *AC Now!*; copyedited *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, August '20
MS in Journalism, December '10

Syracuse University, Syracuse, NY
BA in Communication & Rhetorical Studies, May '05

HONORS & ACTIVITIES

2020-2022 **Elected Member**, Student Grievance Committee, Fox School of Business
2019-2021 **Appointee**, Teaching Excellence Committee, Fox School of Business
2019-2021 **Member**, Experiential Learning Committee, Fox School of Business
2018-2019 **Fox Honors Program Instructor**, Fox School of Business
2018-2020 **Elected Member**, Business Communication Curriculum Committee, Fox School of Business
2018 **Graduate**, Provost's Teaching Academy, Temple University
2017-2021 **Elected Collegiate Representative**, Faculty Senate, Temple University
2017-2020 **Human Subjects Research Training Certification**, CITI Program
2017 **Graduate**, Online Teaching Certificate, Fox School of Business
2017 **Appointee**, Departmental Merit Committee, Marketing & Supply Chain Management
2016-2017 **Dean's Appointee**, College-Wide Merit Committee, Fox School of Business
2016 **Assurance of Learning Evaluator**, Global MBA Program, Fox School of Business
2016 **Study Abroad Instructor**, Temple University Rome
2015-2020 **Volunteer Instructor**, Corporate Work Study Program, Cristo Rey Philadelphia High School
2014 **Assurance of Learning Evaluator**, Executive MBA Program, Fox School of Business
2014 **Assurance of Learning Evaluator**, Master of Accountancy Program, Fox School of Business
2014 **Assurance of Learning Evaluator**, BBA Program, Fox School of Business
2013-2014 **Dean's Teaching Fellowship**, recognizing classroom innovation & excellence, Fox School of Business

2013-2014 **Appointee**, Teachers Roundtable, Fox School of Business
2013-2021 **Faculty Advisor**, American Marketing Association, Temple University Chapter
2013-2021 **Member**, American Marketing Association, Philadelphia Chapter
2013 **Assurance of Learning Evaluator**, MBA Program, Fox School of Business
2012-2013 **Member**, OBBA Student Service Committee, Fox School of Business
2011-2012 **Faculty Judge**, Target Corp. Case Competition, Fox School of Business
2010 **Fox Crystal Apple Award**, Departmental Adjunct Teaching Award for Excellence in the Classroom

LANGUAGES

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

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