

# Curriculum Vitae

## Kathy Matthes

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[www.stories2music.com/KM/new\\_site/index.html](http://www.stories2music.com/KM/new_site/index.html)

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### Education

#### **University of Southern California - Los Angeles, CA**

Master of Professional Writing (MPW), May 2006. Course work in English and American Literature.

#### **University of Southern California - Los Angeles, CA**

Masters of Science in Education (MSED) in Instructional Technology, 1995. Options: Curriculum and Instruction and Instructional Technology. Coursework included film, video and interactive multimedia production in the USC Cinema School.

#### **California State University, Northridge - Northridge, CA**

Bachelor of Arts, Humanities, 1982. (Emphases: Art, Literature, Music and Drama)

#### **Los Angeles Valley College - Van Nuys, CA**

Associate of Arts, Humanities, 1978. Humanities Study Abroad Program in Europe, Summer 1978.

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### Professional Experience: Teaching

#### **Ameritech College of Healthcare--Draper, UT**

Distinguished Adjunct Faculty. 8/31/18 – present

Courses: Communication in Healthcare and English Composition and Professional Writing

#### **Los Angeles Pacific University—San Dimas, CA (previously Azusa Pacific University College)**

Adjunct Faculty. Expository Writing. 04/13 – 03/19.

Courses: Introduction to Composition and Introduction to Academic Research and Writing

#### **Ashford University – San Diego, CA**

Online Associate Faculty. College of Liberal Arts. 09/12 – 11/17.

Courses: Scientific and Technical Writing, Business and Professional Writing, Intermediate English Composition, Communication in Organizations, Introduction to Literature and Introduction to Film.

#### **University of Maryland Global Campus – Adelphi, MD**

Adjunct Assistant Professor. Communication Studies & Professional Writing, 09/08 – present.

Courses: Advanced Business Writing and Advanced Technical Writing

#### **National University's Online Writing Center, San Diego, CA**

Online Writing Coach, 07/08 – 10/19

Tutored undergraduate and graduate students in all stages of the writing process (including Master's theses) online using Zoom.

**National University – San Diego, CA**

Certified Core Adjunct Faculty. Sanford College of Education, 07/03 - present

Graduate Courses:

- Media and Instruction
- Online and Mobile Learning
- Multimedia and Interactive Technologies
- Instructional Design for the Digital Environment
- Computer-Based Technology in the Classroom
- Issues and Trends in Educational Technology
- Instructional Design
- Creating Meaningful Learning With Technology
- Teaching in the Online and Hybrid Environment
- Designing Web-Based Instruction
- Technology for Persons With Disabilities
- Multimedia in Instruction

Undergrad Courses in other departments:

- Academic Information Literacy
- Technical Writing and Project Management for CYB
- Information Literacy and Research Writing
- Effective College English I and II
- Introduction to Interdisciplinary Studies
- Interdisciplinary Practice: Integrating Knowledge with Technology

**American Intercontinental University Online – Hoffman Estates, IL**

Adjunct Faculty. School of Arts & Sciences, 07/03 – 07/08

Courses: English Composition, Business Communications, English Literature, and International Literary Heritage

**Kaplan College Online - Boca Raton, FL**

Adjunct Instructor. School of Arts & Sciences, 10/02 – 04/03

Courses: College Composition I and Human Dynamics (life-long learning, time management, learning styles, critical thinking, study and writing skills, and diversity).

**University of Southern California - Los Angeles, CA**

Co-Instructor, Internet Technology, School of International Relations, 1996-97.

Course: IR 499 - International Communications and Negotiation Simulation (ICONS). Taught the technology components (email, ftp, telnet, Gopher, WWW and University of Maryland/Polnet II Simulation software) for the undergraduate online international negotiation simulation course taught by Professor Joyce Kaufman, Director, International Negotiations Project, Immaculate Heart College.

**University of Southern California - Los Angeles, CA**

Technology Instructor, School of International Relations, 1988-2001.

Taught basic computer and Internet skills to undergraduate and graduate students, staff and faculty.

**Los Angeles Equestrian Center - Burbank, CA**

Riding Instructor, Traditional Equitation School, 1986-2001.

Taught riding to adults and children at all riding levels in three equestrian disciplines: dressage, jumping and combined training. Designed and taught show preparation clinics to adult riders.

Founder, co-director and instructor for the TES Combined Training Club (1991-1993).

**University of California, Los Angeles - Los Angeles, CA**

Riding Instructor, UCLA Extension, 1995-2001.

Course: Horsemanship 780.1 - Physical Education

Eight-week course in English or Western riding for students at all ability levels, which included instruction in riding as well as two lecture classes in safety, horse care, grooming, and tacking.

**Los Angeles City College - Los Angeles, CA**

Riding Instructor, LACC Community Services, 1995-2001.

Course: Horseback Riding.

Five-week course in English or Western riding for students at all ability levels, which included grooming, horse psychology, saddling and bridling, riding etiquette, and equipment.

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**Professional Experience: Non-Teaching**

**Educational Writer, AIMS Multimedia, Chatsworth, CA. (04/03 – 08/04)**

Wrote educational materials for the Digital Curriculum program, which offered on-demand educational videos to K-12 schools throughout the U.S.

**Paloheimo Intern, Pasadena Museum of History, Pasadena, CA. 06/02 – 4/03.**

Inventoried, digitally photographed and catalogued all of the historic artifacts in the 1906 Fenyes Mansion. Scanned and digitally photographed archival and exhibit materials. Edited and designed instructional informational sheets about the mansion and research for Victorian/Edwardian period activities.

**Web Designer, Cornerstone, Ltd., Burbank, CA. 05/01 – 01/06**

Designed, authored and maintained company web site.

**Riding Instructor, Web Designer, and Educational Consultant, Traditional Equitation School, Burbank, CA. 1986 - 2001.**

Taught riding to children and adults at all riding levels; web design & maintenance; desktop publishing, writing & editing of newsletters, instructional manuals, handbooks and brochures; and educational program & clinic development. D

**Computer Services Consultant II, University of Southern California, School of International Relations, Los Angeles, CA. 1982-1999.**

Administrative Assistant to School Director (1982-1989); Technical Consultant (1989-1999).

Provided computer technical support to faculty, staff and students. Managed a 17-computer, NT networked instructional computer lab. Designed and maintained departmental web site. Wrote, edited and desktop published brochures, handbooks, PR materials and successful grant proposals. Taught Internet literacy courses. Trained faculty, staff and students on email, Internet and computer software. Assisted faculty with integration of new technologies into the curriculum.

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## **Instructional Design & Educational Consulting**

### **Websites**

- Designed and authored my stories2music website (2015-present).
- Designed and authored my portfolio website (2017-present)
- Designed, authored and maintain my APA Style Step-by-Step website (2007-2019).
- Designed, authored and maintained business web sites for Cornerstone, Ltd. (2001-2006), Traditional Equitation School (1998-2001), Dominion Saddlery (1999-2001) and the School of International Relations, USC (1995-1999).

### **University Instructional Design**

- Online Course Designer, Ameritech College of Healthcare, COM 305 (August 2019).
- Instructional Designer, Center for Innovation in Learning, National University (10/17 – 5/18) Redesign online courses for university course consistency, interactivity, QuAP Development Guidelines and multimedia.
- Redesigned graduate educational technology online courses: EDT 660 (2018), EDT 612 (2012), EDX 1201x (2012), EDT 655 (2010), EDT 608 (2010) for National University's Sanford School of Education.
- Designed undergraduate Advanced Business Writing (WRTG 394) and Advanced Technical Writing (WRTG 393) for University of Maryland Global Campus, 2008, 2009 and 2011.
- Designed online English Composition course (GE218), L.A. College International (2006).
- Redesigned course assignments and grading rubrics, School of Education, National University (2004-2006).
- Designed and authored university academic website, USC, School of IR (1995-1999).
- Advised faculty on how to incorporate new technologies into their courses, USC (1995-1999).
- Designed and taught Internet literacy classes for an academic computer lab, USC (1992-1999).
- Designed and produced the Internet handbook for the undergraduate, computer-simulated, international negotiation class (ICONS) (1996-1997).

### **Equestrian School Instructional Design**

- Designed and taught equestrian riding classes for adults and children of all riding levels in group and private lessons (1986-2001).
- Researched and enabled equestrian riding school to become the first British Horse Society Approved Riding School on the West Coast (1999).
- Developed and taught educational equestrian clinics; created and implemented new programs; and restructured the skill requirements for riding class levels for an equestrian school with corresponding lecture series and certificate program (1988-1990).
- Founded and directed the TES Combined Training Club, which provided cross-country schooling days, horse show scholarships, an event groom certificate program, a monthly newsletter, meetings and clinics, and an annual awards banquet (1991-1993).
- Designed and produced equestrian school procedural/training manuals for instructors, working students, horse show competitions, new students, and riding club members (1988-1995).

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## Writing, Editing, & Publishing

**Author.** *The Boy Who Was Loved by the Wind*, published in *Bravura* literary journal and awarded 3<sup>rd</sup> place in the fiction category, Palomar College, May 2018.

**Author.** *The Edwardian Collection* (Amazon Kindle e-book) – 2018.

**Author.** *True Love Imagined* (Amazon Kindle e-book) – 2017.

**Author.** *The Boy Who Was Loved by the Wind* (Amazon Kindle e-book and paperback) – 2017.

**Author, Narrator and Audio Producer,** www.stories2music.com (2011-present).

Wrote 19 flash fiction stories and narrated them over short, orchestral film music with sound effects using Audacity sound editing software.

**Educational Writer,** AIMS Multimedia Digital Curriculum.

Wrote teacher educational materials for over 100 educational videos for AIMS Multimedia's Digital Curriculum program, which offered video on-demand to K-12 schools in the U.S. (2003 – 2004).

**Paloheimo Intern,** Pasadena Museum of History.

Researched, wrote, digitally photographed and designed Fenyes Mansion artifact information sheets for the Pasadena Museum of History (2002-2003).

**Website Content Writer.**

Designed and wrote content for four business websites with educational components: USC School of International Relations, Traditional Equitation School, Dominion Saddlery and Cornerstone Events Management.

**Technical/Educational Writer.** School of IR, University of Southern California.

Designed, wrote and produced the *Internet Handbook* for an undergraduate, computer-simulated, international negotiation class—ICONS—jointly offered by the USC School of International Relations, International Negotiations Project at Immaculate Heart College Center and the University of Maryland (1996-1997).

**Grant Writer.** School of International Relations, University of Southern California.

Wrote three successful grant proposals for computer equipment, which established a 17-computer instructional lab with PC and Mac computers.

**Co-Editor.** School of International Relations, University of Southern California, 1994-1999.

*Alumni Newsletter*, *Graduate School Handbook*, and *Tech Notes*.

**Author.**

“Great Expectations.” *Horse Illustrated*, June 1992.

“Why You Should Think Like a Horse.” *HorsePlay*, February 1992.

**Editor.** Traditional Equitation School, 1989-1993.

*T.E.S. Talk* and *TESCTC Eventer* newsletters.

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## Research

“Media Grammar and stories2music.” Short research study for History of Multimedia class final project (fall 2017), Palomar College. See [http://www.stories2music.com/KM/new\\_site/research/gcmw100/Project\\_Documentation\\_Final.pdf](http://www.stories2music.com/KM/new_site/research/gcmw100/Project_Documentation_Final.pdf)

Research areas: digital storytelling, flash fiction, audio stories, audio dramas, sound design, film music and sound effects.

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## Stories2music Project & Social Media

- website: <http://www.stories2music.com/>
- blog: <http://kmatthes.edublogs.org/>
- Facebook: <https://www.facebook.com/Stories2music-173293579930358/>
- YouTube Channel: <https://www.youtube.com/channel/UCWQ6jC1MKPuh-BJOLMdvV-A>
- Twitter: <https://twitter.com/stories2music>

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## Awards & Honors

Third Place winner in fiction category for “The Boy Who Was Loved by the Wind,” published in the *Bravura* literary journal, Palomar College, May 2018.

Nominated for the 2011 UMUC Stanley J. Drazek Teaching Excellence Award and the UMUC Teaching Recognition Award, University of Maryland University College. Unable to compete due to insufficient length of time at the college.

AIU Online Faculty Service Awards for November 2003, 2004, 2005, 2006, 2007 and 2008.

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## Professional Memberships

Computer-Using Educators (CUE)  
National Council of Teachers of English (NCTE)

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## Additional Skills

- Windows 10 and Microsoft Office 365; Microsoft Sway
- Google apps
- Adobe Acrobat Pro, Dreamweaver CC, Photoshop CC, InDesign CC
- Adobe Connect and Zoom
- Audacity, Jing and Screencast-o-matic
- HTML 5.0 & CSS3
- Blackboard, Canvas, e-College, Desire2Learn, Moodle and proprietary online courseware
- Blogs, wikis, podcasts, YouTube videos, social media, digital storytelling, screencasts

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## Professional Development & Continuing Education

### Palomar College (4.0 GPA)

- Digital Marketing (spring 2021)
- Writing for TV and Film (spring 2021)
- Introduction to Mass Communications (fall 2020)
- Graphics & Media: A Multicultural Perspective (fall 2020)
- Introduction to Public Relations (spring 2020)
- Introduction to Advertising (spring 2020)
- Multimedia Writing and Reporting (spring 2019)
- History/Criticism of Photography (spring 2019)
- Broadcast and Media Writing (fall 2018)
- Social Media for Business (fall 2018)
- Writing for Online Journalism (Spring 2018)
- Graphic Communications (Spring 2018)
- History of Multimedia (Fall 2017)
- History of the Book (Fall 2017)

### San Diego Mesa College (4.0 GPA)

- Dean's Honor List for the 2015-2016 and 2016-2017 academic years.
- History of Graphic Design (spring 2017)
- Digital Media (spring 2017)
- Business Communications (fall 2016)
- Adobe Illustrator CC (spring 2016)
- Intro. to Multimedia (spring 2016)
- Adobe Dreamweaver CC (fall 2015)
- Adobe Photoshop CC (fall 2015)
- HTML 5.0 & CSS (spring 2015)
- Adobe InDesign (spring 2015)
- Adobe PDF (spring 2015)

### National University – Sanford College of Education

- Adjunct Faculty Conference, February 2019
- Adjunct Faculty Conference, February 2018
- Adjunct Faculty Conference, March 2017
- Adjunct Faculty Conference, March 2016
- Adjunct Faculty Conference, February 2015
- Adjunct Faculty Conference, February 2014

### National University Online – Center for Teaching Excellence Professional Development

- Copyright in Higher Education, December 2018
- Introduction to Adobe Presenter, September 2010
- Audacity training, November 2009
- Adobe Connect Online Training Course, September 2008

### University of Maryland University College

- All in the Story: Enhancing Cognition Through Scenario-Based Learning, July 26, 2017

## Chronological Resume

09/04/18-present	<p><b>Adjunct Faculty</b>  Ameritech College of Healthcare—Draper, UT  Teach online courses: Communication in Healthcare and English Composition and Professional Writing</p>
04/13-03/19	<p><b>Adjunct Faculty</b>, Department of Humanities  Los Angeles Pacific College—San Dimas, CA (was Azusa Pacific Univ. College)  Teach online courses: Introduction to Composition and Introduction to Academic Research and Writing</p>
09/12-11/17	<p><b>Online Associate Faculty</b>. College of Liberal Arts.  Ashford University—San Diego, CA  Taught online courses: Science &amp; Technical Writing, Intermediate English Composition, and Communication in Organizations, Introduction to Literature and Introduction to Film.</p>
09/08-present	<p><b>Assistant Adjunct Professor</b>, Communication Studies &amp; Professional Writing.  University of Maryland Global Campus—Adelphi, MD.  Teach online courses: Advanced Technical Writing and Advanced Business Writing.</p>
07/08-10/19	<p><b>Writing Center Tutor</b>, National University Online Writing Center—La Jolla, CA.  Provide online tutoring to graduate and undergraduate students in all stages of the writing process, including master’s theses.</p>
06/03-present	<p><b>Certified Core Adjunct Faculty</b>, Sanford School of Education and Department of Arts &amp; Humanities  National University—La Jolla, CA.  Teach online courses: graduate-level educational technology classes and undergraduate English Composition I and II, Information Literacy and Report Writing.</p>
07/03 – 07/08	<p><b>Adjunct Faculty</b>, Department of English.  American Intercontinental University Online—Hoffman Estates, IL.  Taught online courses: English Composition, Business Communications and English Literature.</p>
10/02 – 04/03	<p><b>Adjunct Instructor</b>  Kaplan College Online - Boca Raton, FL  Taught online courses: College Composition I and Human Dynamics.</p>
04/03 – 08/04	<p><b>Educational Writer</b>  AIMS Multimedia/Digital Curriculum—Chatsworth, CA  Wrote various educational materials for over 100 educational videos for the Digital Curriculum program, which offers educational videos on-demand to K-12 schools.</p>
6/02 – 04/03	<p><b>Paloheimo Intern.</b>  Pasadena Museum of History—Pasadena, CA.  Inventoried, digitally photographed and catalogued the contents of the 1906 Fenyes Mansion. Scanned and photographed archival materials. Wrote/designed mansion artifact guides.</p>
05/01- 01/06	<p><b>Web Designer</b>  Cornerstone Events Management—Burbank, CA.  Designed, authored and maintained business website.</p>



10/86 – 12/01	<p><b>Riding Instructor, Web Designer, and Educational Consultant.</b>          Traditional Equitation School—Burbank, CA.          Taught riding to children and adults at all riding levels; designed, authored and maintained school web site; desktop published, wrote &amp; edited newsletters, instructional manuals, handbooks and brochures; and developed educational program &amp; clinics.</p>
12/82 – 07/99	<p><b>Computer Services Consultant II.</b> School of International Relations.          University of Southern California. Administrative Assistant to School Director (1982-1989); Computer Consultant II (1989-1999). Provided computer technical support for faculty, staff and students; set-up and managed computer labs; designed, authored and maintained school website; desktop published, wrote and edited brochures, handbooks, PR materials and successful grant proposals; taught Internet literacy classes; and provided educational consulting for integration of new technology into the curriculum.</p>

**Online College Courses Taught by Kathy Matthes**  
(as of 06/13/21)

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**Total courses taught (2002-2021): 450**

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**Ameritech College of Healthcare (Undergraduate Courses)**

Total	Course Title
31	COM 305: Communication in Healthcare
7	ENG 220: English Composition and Professional Writing
<b>38</b>	<b>TOTAL</b>

**University of Maryland Global Campus (Undergraduate Courses)**

Total	Course Title
41	WRTG 393: Advanced Technical Writing
22	WRTG 394: Advanced Business Writing
<b>63</b>	<b>TOTAL</b>

**National University (Undergraduate and Graduate Courses)**

Total	Course Title
11	IRL 260: Academic Information Literacy
1	EDT 631: Media and Instruction
1	ADL 634: Mobile and Online Learning
1	CYB 320: Technical Writing & Project Management for CYB
3	EDT 660: Multimedia and Interactive Technologies
57	EDX 6001x: Computer-Based Technology in the Classroom (previously EDX1201x: )
38+2	EDT 601: Instructional Design
2	EDT 606: Instructional Design Strategies
2	EDT 607: Multimedia in Instruction
6	EDT 608: Computer-Based Technology in the Classroom
1	EDT 610: Teaching in the Online and Hybrid Environment
78	EDT 612: Creating Meaningful Learning With Technology
2	EDT 623: Designing Web-based Instruction
9	EDT 655: Issues and Trends in Educational Technology
2	ENG 100: Effective College English I
10	ENG 101: Effective College English II
5	ILR 260: Information Literacy & Research Writing
1	EXC 615: Technology for Persons with Disabilities
2	BIS 301: Introduction to Interdisciplinary Studies
3	BIS 401: Interdisciplinary Practice: Integrating Knowledge with Technology
<b>199</b>	<b>TOTAL</b>

**Los Angeles Pacific University (Undergraduate Courses)**  
(previously Azusa Pacific University College)

<b>Total</b>	<b>Course Title</b>
28	ENG 101: Introduction to Composition
10	ENG 105: Introduction to Academic Writing and Research
<b>38</b>	<b>TOTAL</b>

**Ashford University (Undergraduate Courses)**

<b>Total</b>	<b>Course Title</b>
1	ENG 315: Business and Professional Writing
20	ENG 325: Intermediate Composition
15	ENG 328: Scientific and Technical Writing
2	ENG 125: Introduction to Literature
7	ENG 225: Introduction to Film
3	COM 425: Communication in Organizations
<b>48</b>	<b>TOTAL</b>

**American InterContinental University**

<b>Total</b>	<b>Course Title</b>
10	BUS 210/245 Business Communication
1	ENG 203 International Literary Heritage
1	ENG 205 English Literature
48	ENG 105 English Composition
<b>60</b>	<b>TOTAL</b>

**Kaplan College**

<b>Total</b>	<b>Course Title</b>
3	CS 110 Human Dynamics
1	CM 102 College Composition
<b>4</b>	<b>TOTAL</b>