

March 1, 2019

Tau Beta Sigma National Honorary Band Sorority, Inc. P.O. 849
Stillwater, Oklahoma 74076

To Whom It May Concern:

Tau Beta Sigma National Honorary Band Sorority, Inc., has been near and dear to my heart for the past twenty years. And today, I, Tamarah Lishawn Davis, write to official make known my interest in becoming a member of the organization's Board of Trustees. As a Charter Member of Tau Beta Sigma's Theta Phi Chapter of Hampton University, I have learned what it means to lead first, collaborate, endure, and create under pressure.

While I have never been a member of a Board of Trustees, I have served as a member of many committees which have required me to collaborate with others and make decisions, at large, for organizations. One of the most profound experiences I have had was serving as Department Chair while working and teaching abroad. I was responsible for the overall maintenance and functioning of the English department, which happened to be international. Through this experience, I learned how to work with people of vast cultural backgrounds. Additionally, I learned to lead with giving the benefit of the doubt, and believing the best in people, as a first option. While it was not always easy, the fruit of our collaborative labor proved beneficial.

I seek this position to hone and extend my leadership skillset, as well as continue serving an organization which has given so much to me. It would be my honor to collaborate with other likeminded sisters *In the Bond*, while affecting positive change within our beloved organization that will last for many generations to come. I promise, if given the opportunity, I will bring loyalty, energy, enthusiasm, and a fresh set of eyes.

Sincerely,

Tamarah Lishawn Davis
Tau Beta Sigma Alumni Association
Gold Star Member #2439

Tamarah Lishawn Davis

1400 Hollybrier Drive #213, Gahanna, Ohio 43230. 857.231.2110. Tamarah.Davis@gmail.com

Career Objective:

To encourage and equip students and teachers with the tools and life-skills needed to function as globally-responsible citizens who are culturally competent, responsive and aware.

Education:

Master's Degree (M.Ed.), *Boston College* Curriculum & Instruction English-Secondary Education:
Donovan Urban Teaching Scholars Program,
TELL Certified (Teaching English Language Learners)

Bachelor of Arts Degree (B.A.), *Hampton University* English-Education

State of Ohio Department of Education *Certified*– Adolescent to Young Adult – English (7-12)

State of Ohio Department of Education *Supplemental License* – Intervention Specialist (9-12)
Mild/Moderate

Senator Ray Miller's Progressive Leadership Academy, *Graduate 2013*

Career History:

The Columbus Academy, Gahanna, Ohio Middle School Reading Specialist (present employer)

Responsibilities:

- Provide direct instruction, support, and strategies in all subject areas, with emphasis on reading and writing fundamentals, to identified small groups and individual students
- Provide follow-up support to students, parents, and colleagues
- Provide students with support and strategies, re: executive functioning, organization, and study skills
- Participate in collaborative instructional planning with colleagues to analyze effectiveness of curriculum and best practices for identified students
- Select appropriate instructional materials (in support of curriculum) to meet student needs

Institute of Applied Technology High School (IAT), Sharjah, United Arab Emirates

Lead Teacher (English Department) – Lead Assessment Teacher (School District)

Quality Assurance & Academic Governance Committee Member & Editor

Responsibilities:

- Prepare, assign, and assess student learning; maintain student records;
- Serve as liaison between the English department and senior administration; ensuring clear channels of communication; being a reference of support to the department
- Alongside colleagues across the district-wide curriculum, contributes to the design of, and **creates** English assessments to meet the standards of system-wide English curricula.

Epiphany Middle School, Dorchester, Massachusetts Master Teacher – English (Reading/Writing)

Responsibilities:

- Teach, guide and instruct Epiphany's Reading/Writing Curriculum
- Collaborate with English Department cohort (teachers, administrators, teaching fellows) to create, plan, edit and adjust lesson studies with various objectives and overall curriculum development and progress
- 6th Grade Department Head (plan, facilitate, and create grade meetings and agendas, record and distribute meeting minutes; monitor grade budget)
- Girls' Group Facilitator – coordinate/facilitate environments and confidential conversations concerning life skills (including but not limited to): self-esteem, peer pressure, bullying, time-management, conflict-resolution, peer mentoring, family, trust, etc..., discussed a wide-range of topics

- Teaching Fellow (*student-teacher intern*) Mentor – (guide, observe, and assist first-year teaching recent college graduates, new to the school and/or teaching profession)

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Career History *continued...*

Ohio Wesleyan University Upward Bound Program, Delaware, Ohio

Academic Coordinator/Instructor/Residential Hall Coordinator/Tutor Mentor

Responsibilities:

- **Collaborate** with Director and Asst. Director for program planning and implementation; serve as liaison: maintain and record consistent communication between program, students, families, summer residential staff, and professional staff
- **Recruitment** – Assist in the recruitment of students from low-income/economically disadvantaged target schools of urban areas within the Columbus Public School District, and summer residential staff program participants; planning and presenting information to parents of students from urban, low-income, economically disadvantaged target areas, and who will be first-generation college students
- **Residential Supervisor** – supervise summer Residential Staff and living units (monitored student behavior; ensured student safety); conducted/facilitated weekly check-in meetings; supervise tutoring staff and tutorial sessions; Mentor – serve as a tutor/mentor/positive role model for residential/teaching staff; coordinate evening activities and nightly sign-out process
- **Instructor** – Basics of English Grammar and Composition; Newsletter Class (produced the *Daily Bound* (newsletter) – daily)
- **Academic Counselor** – maintain student records (monitor academic progress to ensure students are in compliance with the program's academic requirements – college preparatory curriculum; provide additional support for at-risk students i.e., additional tutoring and/or schedule as-needed conferences with professional licensed counselors); make bi-weekly (or 'as-needed') school visits to speak with teachers/administration; compile (confidential) progress reports (academic and personal) for program and parental review; positive role model

Antonelli College, Hattiesburg, Mississippi Lead Instructor

Responsibilities:

- Teach Basic English-Grammar, Composition I & II, Personal Development, Professional Development, Customer Service
- Advisor to *Phi Beta Lambda* Student Organization
- Coordinate, facilitate, and present New-Student Orientation and Test-Out sessions
- Coordinated and created student schedules for Antonelli College Business Department (created schedules that merged academic/personal/work schedules into one functional schedule)
- Provide academic/personal advisement to students
- Maintain a healthy classroom atmosphere, climate, and environment

Antonelli College-Online, via Jackson, Mississippi

Online Academic Instructor, Composition I, Composition II

Responsibilities:

- Support students by providing guidance on translating mental brainstorm and ideas into writing; challenge students to sufficiently elaborate their written ideas; and help them make text-to-text, text-to-self, and text-to-world connections between course content and life in general
- Facilitate Discussions for the following courses: Basic Grammar (subject/verb agreement, etc...); Composition I & II (main ideas + supporting details; paragraph construction/organization, editing and revision)
- Assist, explain, and provide examples of the writing and paragraph process(es) (i.e...topic, main idea, supporting detail, transitional words, phrases, sentences, as well as concluding paragraphs)

References Furnished Upon Request