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PROFESSIONAL EXPERIENCE

2015-2019: Coordinator, Capital Region Ecumenical Organization

Coordinate CREO's activities, including arranging for meetings and special events, providing publicity, working with the CREO Board to further CREO's mission, developing a website, and maintaining records.

1973-Present: Editor, self-employed, Albany, NY. Owner of EHL Editorial Services. Free-lance assignments and part-time work have included:

Editing and graphic design for *InFOCUS*, the newsletter of the FOCUS Churches of Albany.

Editing and preparing for print two books by William Staats: *Hoogebergh: Three Centuries on the Hudson River* and *Harvard on the Hudson*.

Writing, editing, and producing printing masters for a history of First United Methodist Church, East Greenbush, NY.

Editing copy for syllabus and curriculum materials published by the New York State Education Department, Bureau of Curriculum Development; various subjects and grade levels.

Editing *CHF News* (formerly *update*), a quarterly newsletter of The Child's Hospital Foundation, including all writing and design.

Developing and editing copy for brochures, flyers, and annual reports for New York State Higher Education Services Corporation.

Developing and/or editing copy for brochures and books produced through the School of Management, Rensselaer Polytechnic Institute.

Editing articles by university professors for publication in professional journals; various subjects including computer systems, telecommunications, and disaster management.

Preparing indexes for editions of *School Law*, a handbook for school board members published by the New York State School Boards Association, Inc.

Developing test items for, writing model answers for, and rating student answers on the Regents Competency Writing Skills Test, Division of Educational Testing, New York State Education Department.

Developing test items for the Regents Competency Test in Social Studies, Bureau of Social Studies Education, New York State Education Department.

Editing copy for course schedule tabloids produced by the Division of Continuing Studies, State University of New York at Albany.

Developing test items for the verbal abilities section of New York State Civil Service Examinations, New York State Department of Civil Service.

Providing rewriting services for *The Source* and *Compact*, quarterly newsletters for members of the New York State Teachers' Retirement System.

Providing articles, editing, proofreading, layouts, and paste-ups for *The Carillon*, a publication of the Alumni Association, State University of New York at Albany.

Editing and proofreading news releases, speeches, and reports for Key Banks Inc., Albany, NY.

2002-06: Coordinator of Public Relations for CROP Walk, Capital Area Council of Churches, Albany, NY.

Developed and produced publications and publicity for all of the CROP Walks in the Capital Region, growing from nine communities in 2002-03 to 12 communities in 2005-06. Recruited business and individual sponsors.

Developed and supervised ordering and distribution of incentives.

During the four years, the number of walkers went from 525 to 800+ and the amount raised went from \$65,000+ to \$90,000+.

2001-03: Associate in Educational Testing, State Education Department, Albany, NY.

Developed new components to New York State tests, revised and edited test manuals and instruction sheets, and handled the production of testing materials.

1989-2001: Assistant Examinations Editor, State Education Department, Albany, NY.

In Office of Testing, edited copy for New York State examinations at the elementary and secondary level, including Regents examinations, Regents competency tests, and PEP and PET tests.

In Communications Office, wrote, edited, and produced internal and external newsletters and news releases.

In Office of Vocational and Educational Services for Individuals with Disabilities, developed and produced newsletters, reports, brochures, and promotional pieces for use in informing the public of program services, recruiting clients for VESID, and advocating for legislation and budget increases for VESID's programs.

1968-73: Publications Editor, Community Relations Office, State University of New York at Albany, Albany, NY.

Was managing editor of three publications: *The Carillon*, a quarterly tabloid; *Emphasis/Albany*, a quarterly newsletter; and *Tower Tribune*, a weekly tabloid newspaper. Participated in planning issues; researched and wrote both news and feature stories; made assignments to other writers; did layouts, editing, proofreading, copyfitting, writing of headlines, and cropping and scaling of photographs; did paste-ups or supervised their preparation by others. Expanded *The Carillon* to 12 pages quarterly. Instituted editorials and expanded the use of news features, photographs, and photo essays.

Did editing and proofreading of copy for booklets, brochures, programs, posters, and flyers originated by other offices and schools of the university.

1964-65: Co-Editor, Albany Student Press, State University of New York at Albany, Albany, NY.

Served as co-editor during the first full year in which the *ASP* went from a weekly to a semi-weekly publication schedule. Was involved in all aspects of the paper's production and set editorial policy. The *ASP* earned a "First Class" rating for the year from the Associated Collegiate Press Rating Service.

TEACHING AND ADMINISTRATIVE EXPERIENCE

Develop and teach workshops for adults in techniques of copy editing and production of publications.

2006-present:

Have developed and assisted with Sunday School, youth fellowship, and adult education programs at the First Church in Albany and at Emmanuel Baptist Church.

1979-83: Developed and administered First Church Olympics, a program of Christian stewardship for young people in grades 3-12 at the First Church in Albany.

1978-79: Developed and taught a "Learning through Art for Preschoolers" class and "Toymaker Workshops" for children aged 3-6 at the Harmanus Bleecker Center, Albany, NY.

EDUCATION

State University of New York at Albany, B.A., social studies; M.A., English.

New York State permanent certification to teach English and social studies, grades 7-12.

VOLUNTEER SERVICE

Member, Board of Trustees, Gestalt Pastoral Care Associates, Inc.

Oversee the work of Gestalt Pastoral Care professionals and foster the development and outreach of the organization.

Member, Albany Promise, 2011-15

Served on the 3rd-4th grade committee, studying ways to accelerate student achievement through increased community involvement.

Secretary, Capital Region Ecumenical Association, 2013-2016

CREO encourages ecumenical cooperation and participation in promoting social justice.

Capital Area Baptist Association Representative to Capital Region Ecumenical Organization, 2008-present

Member, Abrookin Business Alliance, 2012-2016

Member of Diaconate, Emmanuel Baptist Church, 2000-06, 2009-present

Served as member and later chair of the Christian Growth and Development Commission, member of the Caring and Fellowship Commission, member of the Membership and Evangelism Commission. Currently am a member of the Corporate Management Commission.

Crafts Director, Pathfinder Lodge, Cooperstown, NY, summers, 2006-2015

Directed craft activities for children ages 5-18 and for special needs adults at an American Baptist sleepaway camp.

Member, Albany City School District Board of Education, 2010-13

Set policy and approved annual budgets and tax rates for the 8500-student District.

Chair, Conference Planning Committee for "Come Alive and Thrive" Conferences, 2007-12

Planned, promoted, and carried out two-day conferences featuring nationally known writers and thinkers such as Diana Butler Bass, Dr. Tony Campolo, and Shane Claiborne.

Commissioner of Christian Action and Social Ethics, Capital Area Baptist Association, 2008-present

Encourage awareness of peace and justice issues and encouraged congregations and individuals to take action to address injustices.

Chair, 175th Anniversary Committee, Emmanuel Baptist Church, 2008-09

Planned and carried out a year-long series of events to celebrate the church's 175th anniversary in 2009.

Member, Dean's Committee, 2008-13

Helped develop and approve courses offered by the Capital Region Theological Center.

Moderator, Emmanuel Baptist Church, 2006-08

Served as lay leader of the congregation and chair of the Coordinating Council.

Member, Building Improvement Committee, Emmanuel Baptist Church, 2005-present

Provide planning and supervision of two \$300,000 renovation projects. Coordinate fundraising efforts for both projects.

Member of the Board, Capital Area Council of Churches, 1997-2002

Provided oversight to CACC programs.

Member and Chair, Districtwide Shared Decision Making Committee, 1996-99

Provided oversight to school-level Shared Decision Making Committees and studied and provided recommendations on District-level concerns.

Member of Strategic Plan Steering Committee, City School District of Albany, 1990-91

Served on School Board committee charged with coordinating the implementation of recommendations contained in the report *Albany's Children: Albany's Future* cited below.

Member of Strategic Planning Committee, City School District of Albany, 1989-90

Served on 25-member citizen committee that produced a report, *Albany's Children: Albany's Future*, detailing 55 recommendations for improving the Albany City School District through the next 10 years.

Officer, Albany High School Parent-Teacher-Student Association, 1987-91

Served as Vice President for Publicity. Wrote news releases for PTSA events and published a newsletter circulated to faculty, staff, and parents.

Member, School 16 Parent-Teacher Association, 1978-88

Instituted and served as co-chair and coordinator (1986-88) of the Classroom Volunteers program, in which parents make a commitment of one hour each week to help a teacher with such tasks as assisting individual students, working with small groups, monitoring student use of a computer, or taking care of clerical tasks.

Served on the staff of the Yearbook as Editor (1984-85, 1987-88), Assistant Editor (1985-86), and CoEditor (1986-87).

Coordinated publishing projects in which individual classes wrote and published newspapers and/or booklets of creative writing (1982-83, 1983-84, 1985-86, and 1987-88).

Imagination Celebration

Served as a volunteer writer to help small groups of children write news stories during sessions of the Student Press Corps (1986-90). Served as a juror for student entries in the Creative Writing Opportunity (1987-91).

Education '89 Conference

Served on the 10-member Conference Committee that set up a day-long conference (held October 15, 1988) to examine issues in the Albany Public Schools. The conference was attended by almost 300 parents, teachers, administrators, School Board members, and community residents.

YWCA Black History Contest

Served as a juror for student entries in the YWCA Black History Contest (1983-85).

HONORS AND AWARDS

2013 — Awarded a plaque of appreciation for “Service, Deep Commitment, and Thoughtful Contributions to the Education of Our Students” by the City School District of Albany and the Albany Board of Education.

2009 — With my husband, Ian, awarded the David P. Foulk Outdoor Ministries Award by the American Baptist Churches of New York State

2008 — With my husband, Ian, awarded the Carlisle Adams Ecumenical Award by the Capital Area Council of Churches for “For their modeling of ecumenical relations on many levels and in many ways.”

2002 — Awarded a Certificate of Appreciation for volunteer service by the Capital Area Council of Churches.

1992 — Awarded a Distinguished Service Award (New York State Congress of Parents and Teachers) by the Albany High School Parent-Teacher-Student Association, Albany, NY.

1988 — Awarded a Certificate of Appreciation for "Unselfish Dedication to Our Children, Teachers, and School" from the School 16 community, Albany, NY.

1987 — Awarded an Honorary Life Membership in the New York State Congress of Parents and Teachers by the School 16 Parent-Teacher Association, Albany, NY.

1976 — Named in the national Outstanding Young Women of America Program upon nomination by the Rev. Dr. Norman Thomas, First Church in Albany, Albany, NY.

1966 — Named in *Who's Who among Students in America's Universities and Colleges* from the State University of New York at Albany, Albany, NY.

Named to Alpha Phi Gamma, the national journalism honorary.

Named to Pi Gamma Mu, the national social sciences honorary.

REFERENCES AVAILABLE UPON REQUEST