

CURRICULUM VITAE

Lisa Balderston, M.A.
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EDUCATION

Fairleigh Dickinson University

M.A. in Creative Writing and Literature for Educators, 2019 (3.95 GPA)

San Diego State University

B.A. in English, 1997

ACADEMIC POSITIONS

San Diego Miramar College

December 2017 – December 2019

English Department

Supplemental Instruction Leader/ Instructional Assistant/Tutor

Courses: English 43, 101 and 101x – Reading & Composition/English Review

- Taught the fundamentals of compositions with ESOL, developmental English, transfer-level English and international students to teach grammar, reading, writing, and critical thinking
- Utilized variety of technologies and instructional methodologies to keep students engaged
- Mentored struggling students regarding course materials and other academic issues
- Developed lesson plans, organize course materials and keep students on-task
- Created a wide range of assignments, exercises and discussions to improve writing skills
- Created thought-provoking small and large group discussions and workshop assignments
- Worked closely with professors, as mentors, in classroom management, pedagogy, assessment, lesson planning and presentations
- Created lessons plans for weekly review sessions to engage a diverse range of students
- Conducted weekly review sessions on topics such as grammar, punctuation formatting and writing a composition
- Facilitated weekly Creative Writing Workshops at the English Center
- Offered workshop sessions for students who are struggling with compositions and/or assist students with course-based readings and assignments
- Tutored students on a variety of topics at the English Center

Jewish Family Service of San Diego

July 2017 – December 2017

Creative Writing Instructor (Volunteer)

- Worked with senior students on elements of a story and how to craft engaging fiction
- Developed lesson plans, organize course materials and keep students on-point
- Created exercises that enable students to improve their short stories writing skills
- Maximized in-class time with creative, thought-provoking discussions/workshops

OTHER PROFESSIONAL POSITION

Balderston Portraits

December 1999 – Present

Business Owner/Event Photographer

- Photograph events with attention to portraits and photojournalistic style
- Generate advertisements, printed materials, websites, marketing displays
- Track, reconcile budgets and all documents (contracts, invoices, etc.)
- Coordinate schedule, appointments, events, administrative tasks outside of the office
- Process payments, maintain check receipts, ledgers, invoices/reconcile accounts
- Conduct group presentations, distribute marketing materials to promote sales

PROFESSIONAL SKILLS

- Strong skills in writing, reading, analysis and critical thinking
- Strong oral communicator and lecturer in the classroom
- Effective written communicator to students and other staff members
- Excellent teaching and motivational skills when working with individual students and encouraging them to work to their potential
- Friendly, personable demeanor, making interactions with students and colleagues pleasant even when discussing ways students should improve
- Strong ability to stay organized regarding important deadlines each semester