

Tonya-Marie Locke Howe

Writer, Curriculum Designer, Project Manager with
Strong Data Storytelling Skills

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EDUCATION

MPS, Data Analytics and Visualization - 2022
MARYLAND INSTITUTE, COLLEGE OF ART, BALTIMORE MD
Thesis project longlisted for Information Is Beautiful awards 2022.

PHD, Literature and Languages - 2005
UNIVERSITY OF MICHIGAN, ANN ARBOR MI
Winner, Michael Erik Myatt Dissertation Award in Disability Studies.

BA, English and Philosophy - 1997
JAMES MADISON UNIVERSITY, HARRISONBURG VA
Graduated Summa Cum Laude with Distinction.

CERTIFICATIONS & PROJECTS

- Quality Matters Certification (2019)
- Social and Behavioral Research CITI Certification (2022)
- Google Project Management Certification (expected Spring 2023)
- [Literature in Context: An Open Anthology](#) (XML, XSLT, XQL, CSS, HTML, GitHub, AWS)
- [Portfolio of Data Analysis & Visualization, Curriculum Design, Writing](#) (Tableau, R Studio, Adobe, ArcGIS Online, Figma, writing for multiple genres/audiences)

EXPERIENCE

EDUCATOR & SCHOLAR, Marymount University (2006-present)

- Delivered \$6m+ in instructional services, spanning instructional modes and levels. Prepared course materials and provided written feedback for 2,000+ students. Adapted course materials regularly to keep content current. Received average evaluation rating of 4.2 out of 5, with average course grade of 81 out of 100.
- Advised 150+ students from varied disciplines in course selection and guided them graduation.
- Surveyed the historical field, interpreted textual data, and from this research wrote and published 15 essays, journal articles, and encyclopedia entries. Presented new knowledge at 21 national/international and 12 regional professional conferences. Led 20 internal and 4 national hands-on educational technology workshops.
- Conceptualized and designed 6 new courses and collaborated to assess and maintain quality of curriculum.
- Designed and developed a web OER application based on XML data to provide content and learning experiences for students and teachers. Refined XML database in collaboration with other researchers and liaised with software developer to create a robust web application providing a scalable solution to problems in student information literacy and faculty curriculum development. Secured over \$400k of external project grant funding at the federal and state level by collaborating to write multi-layered proposals. Mentored 7 student research assistants working with database application and content.
- Invited to serve as SME in drama and provided instruction to 200+ students at Institute Supérieur des Langues de Gabès, Tunisia.
- Earned the 2019 Virginia Foundation for Independent College's Excellence in Instructional Technology award.

DIGITAL HUMANITIES SECTION EDITOR, [ABO: An Interactive Journal for Women in the Arts, 1640-1830](#) (2017-2021)

- Employed domain knowledge to identify and solicit pitches for manuscripts appropriate to the mission of our journal. Guided 9 accepted essays through the peer review, revision, and editorial processes to publication using BePress.
- Collaborated with editorial board to envision and implement the journal's direction.
- Authored editorials for 2 special topics.
- Participated in conceptualizing and successfully launching a pandemic writing support group of 80+ online participants for women, BIPOC, and early-career scholars.

DEPARTMENT CHAIR, *Department of Literature & Languages, Marymount University* (2018-2021)

- Directed strategic leadership and administrated operational management at the department level, leading a team of 19 faculty to deliver transformative education and scheduling/staffing 90+ classes per year in English Literature, Secondary Education Licensure, Writing, Media and Performance Studies. Coordinated with Graduate Program Director to staff masters-level courses in coordination with undergraduate curriculum.
- Liaised regularly with Dean to manage a \$1.4m departmental budget and set goals for strategic program developments.
- Inaugurated departmental vision organized around storytelling and implemented marketing and curriculum strategies to support that vision.
- Responded to market needs and changes in higher education landscape by creating and successfully launching a new degree program in Digital Writing and Narrative Design.
- Prioritized faculty research and grant-seeking activities, supporting applications with personalized recommendation letters and budgeting for professional development.
- Led monthly department meetings to conduct day-to-day program business. Managed catalog and official website updates annually. Supervised completion of academic degree requirements for students and evaluated transfer equivalencies.
- Employed project management skills to develop and systematize outreach habits for enrollment and profile-building, manage alumni contact lists, create and deepen partnerships with 3 regional non-profit and educational organizations.
- Gathered and organized quantitative and qualitative learning outcomes data, and synthesized data into annual assessment reports. Directed curriculum developments in data-driven ways.
- Hired and mentored new part-time faculty. Evaluated annual self-assessment of full-time faculty, monitored student evaluations, and handled student complaints, escalating as necessary. Hired, supervised, and evaluated federal work-study students.
- Coordinated 5-year external program review, delegating assessment areas and consolidating recommendations into a 5-year improvement plan.

MARKETING COORDINATOR, Department of Literature & Languages, Marymount University (2012-2021)

- Created multiple social media accounts integrated via Hootsuite and authored almost all print and digital messaging at the department and program levels. Mentored student assistants using basic UX and style guides to produce social media content for our brand.
- Designed print and digital promotional materials for over 30 departmental and program events.
- Set up, maintained, and contributed to department newsletter and student work repository using WordPress. Collected and consolidated departmental archives and outreach materials.
- Maintained department and program websites using Kentico and WordPress CMS platforms, working to style guide.

WEB AND PUBLICATIONS EDITOR, INSTITUTIONAL DELEGATE, [Virginia Humanities Conference](#) (2013-2021)

- Designed and developed front and back-end WordPress website for a non-profit advocacy group, including PayPal integration and electronic data collection.
- Maintained participant contact lists and delegate meeting minutes, designed promotional materials, collected and organized archive materials.
- Leveraged experience as convenor to mentor others and created best practices guidelines.
- Collected manuscript contributions from 2015 conference, coordinated their review by multiple readers, and produced inaugural print conference proceedings.
- Collaborated with VHC Treasurer to coordinate annual delegate meetings and grow the organization by developing outreach to community colleges.
- Represented Marymount University to the Virginia Humanities Conference, improving institutional profile and raising conference participation.

PRESIDENT, Virginia Humanities Conference (2014-2015)

- Drew on prior delegate experience to convene the 2015 Virginia Humanities Conference, collaboratively envisioning conference theme and coordinating a successful interdisciplinary and cross-profession conference with over 100 participants on a minimal budget, with event evaluation of 4.4 out of 5.
- Used domain knowledge to identify an expert keynote speaker and coordinated all aspects of their visit.
- Designed event marketing and email outreach to regional organizations. Secured conference rates at local hotel for out-of-area participants. Created registration process.
- Delegated responsibility for and contributed to the organization of conference panels into relevant content areas from all accepted proposals. Designed, edited, and printed conference schedule and area guide. Conducted post-conference assessment and delivered budget breakdown.
- Mentored and supervised student workers assisting the event.

GRADUATE PROGRAM DIRECTOR, *English & Humanities, Marymount University* (2011-2014)

- Provided strategic leadership and operational management at the program level, both collaboratively with a senior mentor and independently. Reoriented program brand to focus on the Public Humanities.
- Recruited and advised students. Evaluated and approved graduation petitions and oversaw thesis defense presentations.
- Collaborated with program faculty to redesign curriculum into three intersecting focus areas and expanded interdisciplinary curricular options available to students.
- Liaised with Department Chair to staff up to 8 classes per year. Contributed to departmental strategic planning initiatives and reported on program developments. served on the Graduate Studies Committee. Maintained curricular quality by conducting annual assessment and 5-year external program review and completing 2-year program review follow-up.

VISITING ASSISTANT PROFESSOR, *Washington & Lee University* (2005-2006)

- Designed, taught, and assessed 7 courses, focusing on composition, 18th century literature and drama, and film studies.
- Managed classroom concerns and mentored students, helping each to realize their intellectual potential.
- Participated actively in the life of the department.

SGML REVIEWER, *Early English Books Online Text Creation Partnership, University of Michigan* (2002-2004)

- Reviewed SGML for ingestion into Early English Books Online, revising documents for compliance and accuracy.
- Documented work cycle according to project standards.
- Conferred with other reviewers to determine best practices on questionable markup.

TECHNOLOGICAL SKILLS

WordPress, BePress, Kentico, Canvas, Blackboard, Omeka/S
Scalar, Drupal, etc
Adobe Creative Suite
Intermediate video & audio editing
Social media
Basic Workday, Salesforce
Project management tools
Figma, XML, SGML, HTML5, CSS, oXygen, FairCopy, OCR, Gephi
Web-based game design: Twine, Eko Studio
GitHub, AWS (storage and access)
Universal design and open licensing, WCAG
Articulate 360, Camtasia
RStudio, Tableau, Google Analytics
General database design, eXist-db
Zotero, Refworks, Endnote

HUMAN SKILLS

Exceptional written and oral communication
Project management
Curriculum design and course management
Online course development and delivery
Data visualization and storytelling
FERPA, Title IX, Intellectual Property
Scheduling and academic advising
Budgeting, hiring, formative assessment
Exceptionally skilled with educational technology
Research and analysis
Data collection, assessment, and management
Summarizing complex material

MISCELLANEOUS

Co-producer and dramaturg, *How to Give Birth to a Rabbit: The Musical* (DC Capital Fringe Festival, 2016)
Cat lover, reader, accomplished wheel-thrown potter. Aspiring gardener.
Guest, *Choose to Be Curious*, radio show and podcast by Lynn Borton (WERA FM)