**Danielle Surico**

92 Main Street, Tarrytown NY 10591

Cell: (914) 223-6815 - dmd2177@columbia.edu

Writing Portfolio: http://the-artifice.com/author/danielle577/

**Summary**

I am currently employed as Writing Instructor at Manhattanville College, overseeing first-year students. Prior to this position, I worked as a Literature professor at Westchester Community College, and have taught three courses, including: English 92 (College Writing), English 101 (Writing and Research) and English 102 (Writing and Literature). I have worked for a prestigious immigration law firm for the past three years as a legal brief writer, responsible for O-1 and EB-1 cases. Prior to my current employment, I was a supplemental instructor at Queens College for ENG 162-Literature and Place, which consisted of teaching 3 sections over the semester. Working as a Teaching Assistant at Queens College consisted of overseeing blog responses, grading papers, responding to student emails, teaching, and meeting with students regarding their writing. Eight literature-based articles I’ve written have been published by *The Artifice* online magazine. For five years, I was a private literature tutor for elementary and high school students who needed assistance with reading comprehension and summarization, as well as essay writing, and the incorporation of research material into writing pieces. I have four years experience as a lead teacher in a preschool, and I am well versed in collaborating with fellow teachers and parents to best meet each individual child’s unique needs. I received my B.A. in Literature from Columbia University, and M.A. in English from Queens College.

**Skills**

* Microsoft Word, Power Point, Excel
* Tutoring Students in Reading Comprehension, Critical Analysis, Concision in writing style, MLA, APA, and Chicago manual formats of writing.
* Certification in online teaching
* Creation of courses in Blackboard including: readings, discussions, full grading center, uploading videos, PowerPoint, etc.
* Research via. Database systems
* Proofreading, Editing and the Revision process
* Composing Legal Briefs (O-1A, O-1B, EB-1A)
* Resume writing and cover letter editing
* Mentorship

**Accomplishments**

Aside from working as a tutor, I have also spent much time as a volunteer worker in both the community, as well as in  
academia. I have served as the President of the Honor's Society, the Vice President of the Human Rights Union, the  
Treasurer of the Psychology Club, and the head writer of the School Government Publication Newspaper. For three

years I worked as a volunteer for the Ronald McDonald House Charities and assisted with clerical duties and

thanking the contributors to the foundation. While at Columbia I worked as a volunteer note taker for the Office of  
Disability Services.  
One of my proudest accomplishments has been my role as a mentor. I served as a mentor for incoming Jack Kent Cooke Transfer Scholarship recipients on four separate occasions. In my role of professor, I mentor students in the writing process by assisting in the editing stage for exceptional pieces of work entered into contests. Most recently, I have been asked by numerous students to assist in the transfer process, writing letters of recommendation, assisting with brainstorming entrance essays, and devising a list of accomplishments from which they will work from.

**Experience**

**Writing Instructor**

January 2019-Present.

*Manhattanville College*. Writing Composition Instructor. Courses Taught: FYP. 100, ENG 101.

**Assistant Professor**

September 2016-Present.

*Westchester Community College.* Assistant Professor of Literature. Courses Taught: Eng.: 92; Eng.: 101; Eng.: 102.

**Assistant Director**

March 2017-September 2017.

*Kumon Tutoring Center*. Assistant Director of Education and Tutoring Services. Responsibilities include: student assessments; lesson planning; one-on-one tutoring; data entry, grading, and the training of tutors in varying subjects.

**Legal Brief Editor**

February 2016-January 2019.

*Jensen Law Firm*. My responsibilities include the editing, research, and organization of O-1 A, O-1 B, and EB-1A legal briefs for an Immigration Law firm.

**Supplemental Instructor**

January 2016-Present.

*CUNY—Queens College.* As a supplemental Instructor in the SEEK department, I teach 50 percent of the 3 courses taught, which meet two times a week. Responsibilities include: Lesson plans, implementation of literary terms, instructions on MLA and APA formatting, meeting with students during office hours, email correspondences with students, grading multiple writing assignments, progress reports, assisting with departmental activities and events.

**Private Editor**

May 2015-Present. I edit scholarly science articles for a journal magazine based in the city. I receive daily articles, and I make sure the citations meet expected guidelines, proofread for spelling and grammar errors, and any additional revisions necessitated.

**Writing Tutor**

August 2015-Present

Westchester Community College, Writing Center. Assist Students with essays, syntax, research database searches, and reaching a level of comfort in articulating their thoughts to the page.

**Free Lance Writer**

May 2015-Present

*The Artifice*. An academic based freelance writing company entailing the composition of essays following both MLA and APA writing styles across a multitude of genres ranging from the Social Sciences to Astronomy.

**Private Literature Tutor**

November 2011-Present.

Working with a middle school aged child from fourth grade, to the present. Primarily focused on assisting her in finding her own voice when writing essays, understanding key literary techniques and being able to distinguish amongst them, building confidence in her essays writing, as well as learning the difference between the different genres of essays. Currently we are working on reading comprehension and essay writing for her high school entrance exams.

**Private Literature Tutor**

September 2013-May 2015

High school aged student struggling during his junior year in understanding the transition from informal essay writing, to academically centered writing. We worked on navigating through databases, incorporating key texts and quotes that would aid the essay, as well as correct in-text citations and works cited/bibliography page formatting.

**Head Teacher of the Three-year-old Group**  
February 2005 to September 2009

**Kidding Around Preschool** － Bronx, NY

Created daily lesson plans and implemented a design based on centers of interest. Areas were designated for art,  
reading, and books on tape, board games, free play, and beanbag activities. The day consisted of a review of the month, day

of the week, letter of the day, and the weather. Circle time included reading aloud to the class before gathering for  
morning snack, followed by free play, and then the day's lesson plan.  
I met with parents and filled out report cards allowing for parents to gage their child's strengths and abilities. Working  
with the special education department of the department of education was another criteria, as I was able to identify two

students who profited from special services, and the assistance of a "shadow" teacher.  
To assist children in the understanding of right from wrong, a token system was implemented, which led to a prize at the  
end of the week.

**Education**

**Master of Arts**: **Literature**, 2016

**Queens College Graduate School** － Flushing, NY, USA

Teaching assistant for ENG 300: The Victorian Novel

Chair of the Queens College MA Conference Committee

Graduated magna cum laude: 3.97 GPA

**Bachelor of Arts**: **Literature and Psychology**, 2014

**Columbia University** － New York City, NY, USA

Recipient of the Jack Kent Cooke Undergraduate Transfer Scholarship  
Recipient of the Columbia University Academic Achievement Scholarship  
Recipient of the Morton Scholarship  
Dean's List: Fall 2011; Fall 2012. Graduated with an overall GPA of 3.78, with a 3.83 in my major of study, Literature.

**Associate of Arts**: **Liberal Arts/Social Sciences**, 2011

**Westchester Community College** － Valhalla, NY, USA

While at Westchester Community College I became a recipient of the Kathryn W. Davis Scholars Scholarship, which  
entailed full-funding and volunteer activities.  
I served on the following committees and Clubs: Phi Theta Kappa, Philosophia Club, Psychology Club, and the Human  
Rights Union.

Awards Received: Shirley Phillips Leadership Award, Dean’s List, Liberal Arts/Social Science Awards, Key Award for Campus Service, and named the Valedictorian of the graduating class of 2011.