



# Raquel Alicia Coy

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## CONTACT

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Springfield Gardens, NY  
11413

rcoy88@live.com  
646-241-7331

## QUALIFICATIONS

- MA in Language and Literacy: Focus on Composition Studies and Adult Education
- Teaching experience in college composition and developmental reading and writing
- Experience in an administrative role in the running of a college learning center

## EDUCATION

M.A in Language and Literacy

January 2014 — June 2016

City College of New York

- Focus courses include Composition Pedagogies, Digital Literacies and Multimodality, and Second Language Acquisition.
- Individual Research into Writing Center Pedagogy.
- A member of Institute for the Emergence of 21st Century Literacies
- GPA: 3.94

B.A in English

York College

Aug 2007 — Jun 2012

- Emphasis Strand in Linguistics:
  - Related Courses: Advanced Grammar and Style and Sociolinguistics
- York College's Dean's List.
- 2012 Inductee of the York College Honor Society for the Liberal Arts.
- Magna Cum Laude Graduate of the Class of 2012.

## WORK EXPERIENCE

CUNY: York College

August 2016 — Present

Adjunct Instructor

94-20 Guy R. Brewer Blvd

Jamaica, NY 11451

(718) 262-2494

- Responsibilities include teaching undergraduate students in a Basic Composition.
- Develop and manage the class syllabus and ensuring that the syllabus meets department and college standards.

- Planning and creating lectures, in-class discussions and assignments.
- Grading assigned papers, quizzes and exams.
- Assessing grades for students based on participation, performance in class, assignments and examinations.

CUNY: York College Collaborative Learning Center

March 2016 — Present

Assistant

94-20 Guy R. Brewer Blvd

Jamaica, NY 11451

(718) 262-2494

- Supervise Writing and Subject-Area Tutors, as well as Writing Fellows on weekends and nights. Serve as the resource person for students and faculty regarding Center policies and procedures.
- Develop resources (info-sheets, tutor training guides, digital resources for workshops, etc) to assist tutors with tutoring.
- Develop promotional material for the CLC with the use of Adobe Photoshop and Canva.
- Full administrative access to WCOonline scheduling system.
- Schedule and staff CLC Writing Skills Workshops.
- Analyze, tally and report data on Student Satisfaction Surveys.
- Supervise the pilot E-Tutoring service at the CLC.

CUNY- Queensborough Community College

December 2016 — April 2016

Curriculum/Materials Development

222-05 56th Avenue

Bayside, NY 11364

- Collaboratively outlined and developed curriculum for the College Focus Student Workbook and Facilitator Guide for CUNY Reading and Writing Entrance exams.
- Designed layout of the College Focus books.
- Researched effective strategies for teaching reading and writing.

CUNY: Queensborough Community College

September 2014 — Present

Writing Consultant

222-05 56th Avenue

Bayside, NY 11364

- Responsibilities include tutoring students in brainstorming, essay structure, argumentation, research tactics, and self-editing strategies.
- Developed curriculum for the English 101 Basics Workshops and the College Focus/COMPASS-Reading and CATW Test Preparation
- Taught weekly small-group classes to students preparing for the CUNY Assessment Test in Writing, specializing in grammar.
- Infrequently filled in the role of office aide with the responsibilities of data entry, filing documents, and scanning and copying documents.

LaGuardia Community College: Veterans Upward Bound Program

June 2014 — September 2014

Instructor

31-10 Thomson Avenue  
Long Island City, N.Y. 11101  
718-482-7200

- Responsibilities include teaching adult literacy to returning veterans. Class covers the overall writing process and grammar issues related to subject-verb agreement, fragment sentences, run-on sentences, verb and verbal confusion, punctuation misuse, and others.
- Created my own syllabus aimed at passing the CUNY Assessment Test in Writing.
- Embedded digital literacy into my syllabus by including computer workshop days that encouraged students to use websites in their independent studies and by having students work on a newsletter comprised of their classroom writing

LaGuardia Community College: Veterans  
Upward Bound Program

March 2013 — June 2014

Writing Tutor/Teacher's Aide  
31-10 Thomson Avenue  
Long Island City, N.Y. 11101  
718-482-7200

- Responsibilities include tutoring students in brainstorming, essay structure, argumentation, research tactics, and editing grammatical errors.
- Design and edit the Veterans Upward Bound Newsletter for each cycle by using Adobe Photoshop CS6, Adobe InDesign, and Microsoft Publisher.
- Assume teacher's assistant's duties by assisting the professor, aiding students during the class time, and performing clerical duties.
- Conduct one-on-one tutoring with ESL-students.

CUNY: York College Writing Center  
English Writing Tutor  
94-20 Guy R. Brewer Blvd  
Jamaica, NY 11451  
(718) 262-2494

Jan 2008 — Present

- Responsibilities include tutoring students in brainstorming, essay structure, argumentation, research tactics, and editing grammatical errors.
- Attended the Northeast Writing Centers Association at Boston University and presented on the use of images in a tutoring session in 2010 on behalf of the Writing Center.
- Taught the Writing Center's Wanna Write Right? "Commas, Troublesome Punctuation, and Run-on and Fragment Sentences," "Objective Synthesis Essay," and "Topic Sentences and Transitions" Class Workshops in the Spring 2012, Fall 2012, and Spring 2013 semesters. Created various info-sheets to accompany the workshops and other useful writing tips.
- Infrequently filled in the role of office aide with the responsibilities of data entry, filing documents, scanning and copying documents, and operating a multi-line phone.

York College-Professor Heather Robinson  
Research Assistant  
94-20 Guy R. Brewer Blvd

June 2013 — December 2013

Jamaica, NY 11451

(718) 262-2479

- Assist in information gathering, organization, and analysis.

1199 SEIU League Register Nurse Training  
and Job Security Fund

June 2013 — September 2013

Supplemental Instructor/Tutor

- Responsibilities include teaching class-sized workshops on essay structure, research tactics, and editing grammatical errors.
- Also worked one-one-one with individual students to supplement their class lectures.

York College English Department

March 2013 — May 2013

College Assistant

94-20 Guy R. Brewer Blvd

Jamaica, NY 11451

(718) 262-2470

- Responsibilities include data entry, filing documents, scanning and copying documents, and operating a multi-line phone.

## REFERENCES

**Heather Robinson**

Chairperson of the York College English Department (2016-Present)

Director of York College Writing Center (2008-2010)

94 - 20 Guy R. Brewer Blvd

Jamaica, NY11451

(718) 262-2479

**Shoba Parasram**

Co-Worker (2008-2011 and 2017-2018)

York College Adjunct Instructor

94 - 20 Guy R. Brewer Blvd

Jamaica, NY 11451

(646) 645-4294

**Charlin Bailey**

Co-Worker (2008-Present)

York College Writing Center

94 - 20 Guy R. Brewer Blvd

Jamaica, NY 11451

(347) 742-2061

## CONFERENCE PRESENTATIONS AND PUBLICATIONS

- Upcoming publication: *Translanguaging in Peer Tutoring* [2018]
- Presentation on *Translanguaging in Peer Tutoring* at National Conference on Peer Tutoring in Writing (NCPTW)

[2017]

- NEWCA [2014]