

SARA SUTLER-COHEN, PH.D.

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Project Manager. Instructional Designer. Strategic Planner.

Professional Profile:

Higher education leader and strategic planner, instructional design specialist, and career development expert with twenty years of professional experience including team-building, research, and mentorship. Thrives on action- and goal-oriented tasks, delivering polished projects toward the ongoing goal of intellectual and professional growth. Unique and broad breadth of knowledge about how people learn, engage, work together and successfully problem-solve. Sociology Ph.D. trained in interdisciplinary research methodologies. Highly skilled in design thinking, emotional intelligence, and leading teams through empathy, collaboration, and a multi-tiered approach to reaching goals through milestones.

Core Competencies:

Strategic Planner & Leader in Higher Education	Instructional Designer, Specializing in Online Platforms & Project-Based Learning	Project Manager & Team Leader
Career Transition Professional	Coach & Mentor in Multiple Professions	Expert Résumé Designer

Employment History:

COLORADO STATE UNIVERSITY-GLOBAL; Remote 2013-Present

Lead Faculty in Bachelor of Science in & Human Services (BSHS) (2017-Present)

Project Manager for Accreditation with Council for Standards in Human Services Education; Design Lead for Program Newsletter; Ongoing participation in program assessment activities; Works collaboratively with Program Chairs, faculty, and university leadership to provide curricular expertise, ensuring courses meet quality standards.

Curriculum Developer, Content Expert, Faculty Reviewer (2015-Present, Remote)

Content Expert for the following courses: Introduction to Sociology; Working in Modern Society; Race, Gender, and Ethnic Relations in the U.S.; Capstone: Applying the Social Sciences; Principles of Population Health; Adaptive Course Design for Introduction to Sociology; Public Policy & Strategy; Evaluation of Research & Theory in the Social Sciences.

Adjunct Instructor Social Sciences (2013-Present, Remote)

Courses Taught: Intro to Sociology; Capstone: Applying the Social Sciences; Gender & Ethnic Relations in the U.S.; Research & Theory in Social Sciences; Technology & Tools for the Global Information Age.

Writing Consultant (2018-Present, Remote)

One-on-one writing coach for graduate and undergraduate students.

Résumé Reviewer (2016-2018, Remote)

Résumé reviewer for students and alumni through the University's Career Center.

BELLEVUE COLLEGE; Bellevue, WA & Remote

2006-Present

Workshop Facilitator & Designer, Faculty Professional Development (2016-Present, Remote)

Curriculum Designer and Leader for the following professional development workshops: Adult Learners in the Online Environment (A & B); Cultivating Active Readers; Knowing Your Learning Style; Managing Online Classroom Discussions.

Dean of Social Sciences (2009-2011, On Location)

Operations management for ten academic programs; sat on advisory boards, hiring committees, and collaborated with faculty and administrators; oversaw scheduling for departments; and sat on negotiation teams for budgetary and union issues. Faculty-Administration liaison. Performed all administrative tasks for the Division.

Department Chair, Sociology (2008-2009, On Location)

Worked closely with faculty and students in Sociology, developed new courses, observed new faculty, mentored new faculty and students, scheduled all courses, worked collaboratively with the Dean of Social Sciences and other Chairs in the Division.

Tenured Professor of Sociology (2006 – 2013 On Location & Remote)

Adjunct Instructor (Remote, 2013-Present)

Cultural and Ethnic Studies & Sociology

Courses Taught (*Courses Designed): City Life & Culture*; Death & Dying*; Intro to Native American Studies*; Intro to American Culture; Intro to Sociology; Pop Culture*; Race in the U.S.; Sociology of Religion*; Social Psychology; Race & Ethnicity; Technology in Everyday Life*; TV, Culture & Society*; Work & the Culture of Employment*.

SCOUT SERVICES, San Francisco, CA

2015-Present

(Proprietor) Career Transition Professional, Editor, Indexer

Career Development Specialist for academic and industry career changes, professional development, and exploration. Developmental and Copyediting for creative and academic writing. Indexing with a specialization in social science & humanities.

LEGION OF STEEL METALFEST & CONFERENCE; Berkeley, CA

2014-2016

Programming Director & Event Organizer

Director and organizer for the event, which included two days of live music, three days of academic presentations, and a curated art show at the venue, *924 Gilman*.

SAN FRANCISCO STATE UNIVERSITY; San Francisco, CA

2012-2016

Lecturer, Department of Ethnic Studies, American Indian Studies Program

Courses Taught: Urban Indians; American Indian Religion & Philosophy; American Indians & Media

AMERICAN INDIAN FILM FESTIVAL; Bellevue, WA

2007-2011

Programming Director & Event Organizer

Director and Curator for this award-winning, internationally-recognized indigenous film festival. Worked closely with partners on budget and management. Scheduled the festival and organized local artists and keynote speakers, including world-renowned AIM activist, John Trudell.

Selected Professional Development Activities:

HIGHER EDUCATION PROFESSIONAL DEVELOPMENT COURSES: 2012-present
Colorado State University–Global campus & Bellevue College
Achieving Classroom Excellence; APA in the Classroom; Assessment in Grading; Enhanced Instructional Technology; Information Literacy; Recognizing, Reporting, and Helping Students Avoid Plagiarism; Résumé Review; Teaching Strategies for Student Success; Online Pedagogy; Lead Faculty Development.

WPI INSTITUTE ON PROJECT-BASED LEARNING July 2018
Worcester Polytechnic Institute
The Institute’s Workshops provided team-building and project-learning event design and application with WPI faculty and professionals for implementing and integrating project-based pedagogy strategies, including workshops, seminars, and consultations.

WASHINGTON EDUCATIONAL LEADERSHIP ACADEMY (WELA) 2010-2011
A one-year executive leadership program that increases visibility and connections with the state college system. The Academy combines in-person and campus-based experiences and includes strategies to improve leadership and training skills to enhance performance in participants’ areas of expertise.

NATIONAL ENDOWMENT FOR THE HUMANITIES Summer, 2010
“Along the Shore: Changing & Preserving the Landmarks of Brooklyn Industrial Waterfront.”
Along the Shore is a week-long workshop on the Brooklyn waterfront that explores cultural meaning of landmarks and studies prominent sites such as the Brooklyn Bridge, the Brooklyn Navy Yard, and Coney Island. Environmental history, changing historical landscapes, literature studies, and the impact of gentrification on historical perseveration also remain at the center of the week-long excursion.

Education & Training:

AMERICAN SOCIETY FOR INDEXING Spring 2018
Professional Index Training

UNIVERSITY OF CALIFORNIA, BERKELEY – EXTENSION 2015-2017
Professional Certification in Editing

UNIVERSITY OF CALIFORNIA, SANTA CRUZ 2000-2005
Ph.D., Sociology (Parenthetical Notation in American Studies)
MA, Sociology (2003)

HUMBOLDT STATE UNIVERSITY 1998-2000
MA, Sociology (With Distinction)

MILLS COLLEGE 1995-1997
BA, Sociology (Minor in Journalism)