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# Tyauna Bruce

LEARNING, DEVELOPMENT, AND  
COMMUNICATIONS

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District Heights, MD

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## EDUCATION

**M.A., Humanities**, Marymount  
University, Arlington, VA - 2009

**B.A., English and Creative  
Writing**, Loyola University,  
Baltimore, MD - 2002

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## CERTIFICATES & PUBLICATIONS

**Coaching Certificate**,  
Association for Talent  
Development, March 2017

**Advanced Professional  
Certificate, 7-12 English, MD**  
Valid through 6/30/23

**newly untitled**, Friessen Press,  
September 2019

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## REFERENCES

[\[Please click here for references\]](#)

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**PROFESSIONAL STORYTELLER, TRAINING FACILITATOR, WRITER, AND EDITOR** with a BA in English and Creative writing, MA in Humanities, and 20 years combined work in writing/editing, teaching, training, and content development; experienced web content writer/developer; effective technical writer; clear communicator; well-practiced in coaching SMEs to translate their expertise into accessible content and messages and plain language; engaging presenter; learning experience cultivator; experienced, capable program manager and team leader.

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**Google Ed tools; Adobe (Creative Cloud Express, Acrobat Connect); Google Workspace; Microsoft Office Tools; Web Conferencing (Zoom, Google Meet, Microsoft Teams).**



**clear content development and design; productive thought partnership; ethical teambuilding; results-driven data analysis.**



**curriculum design; grant writing and management; instructional writing; engaging facilitation; effective coaching.**

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## EXPERIENCE

### IMPACT CONSULTANT

**FRANKLIN IQ - Arlington, VA**  
**November 2021 - March 2022**

**Technical Writer - create** scripts and carefully designed decks for online learning engagement; **streamline copy** from teammates to promote clear language, training focus, and objectives; **create** and **coordinate** participant guides to complement streamlined training decks for online platforms; **communicate** with clients to ensure training goals and objectives are effectively captured.

**Online Producer - organize** content from SMEs into fluid, engaging training; **coach** contributors through production runs to encourage concision, precision, and engagement; **coordinate** platforms with training content to promote the best methods of engagement and delivery of content.

**Training Facilitator - deliver** original content to government client audiences of at least 20 participants; **create** engaging experiences to align teams and highlight cross functional commonalities; **foster** connectedness and cohesion among teams.

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### UPPER SCHOOL DEAN OF INSTRUCTION

**STATESMEN ACADEMY FOR BOYS - Washington, D.C.**  
**July 2021 - November 2021**

**Middle School Lead - introduced** and **guided** 6<sup>th</sup> and 7<sup>th</sup> grade teachers as they access new ELA and Math College Board curricula; **assisted** in building middle school culture; **curated** parent relationships to build student discipline plans.

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**SECONDARY ENGLISH LANGUAGE ARTS COACH  
URBAN TEACHERS - Baltimore, MD  
September 2020 - July 2021**

**Virtual Coach** - supported 5<sup>th</sup> -10<sup>th</sup> grade teachers and administrators in **planning and developing curricular modifications and accommodations** for online learning to ensure effective, engaging teaching.

**Meeting Facilitation** - **organized** meetings with school and district level personnel to support effective relationships between UT residents and their host teachers; **created** schedules and wrote work plans for residents to balance the curriculum and practicum requirements of their resident years.

**ENGLISH INSTRUCTOR/DEPARTMENT CHAIR  
ARCHBISHOP CARROLL HIGH SCHOOL - Washington, DC  
August 2018 - September 2020**

**Curriculum Leader** - **facilitated** workshops on speaking and writing styles; **authored** original lesson plans and presentations to actively engage students; **developed, designed, and taught** a Hip Hop Literacy class which focuses on bar-level analysis of Hip Hop music and its contribution to history and culture; **trained English teachers** on a framework for effective, resonant instruction.

**INSTRUCTIONAL MANAGER  
SO OTHERS MIGHT EAT (SOME) - Washington, DC  
March 2018 - August 2018**

**Educational Supervisor** - **observed** Building Trades (BT) and Healthcare instructors during classroom delivery of subject-matter expertise to adult learners; **coached** instructors on adult learning engagement methodology; **conducted** monthly data dives to ensure all educational goals are met.

**Professional Development Designer** - **guided** instructors in building and fulfilling professional growth plans; **mapped and facilitated** "power hours" for industry instructors to strengthen personal practice, emotional intelligence, and adult learner engagement.

**HIGH SCHOOL INSTRUCTIONAL IMPROVEMENT SPECIALIST  
PAUL PUBLIC CHARTER SCHOOL - Washington, DC  
January 2018 - March 2018**

**Instructional Coach** - **observed English and Social Studies teachers in practice; designed** individual growth plans tailored to each teacher's strategic strengths and areas of opportunity; **facilitated 1:1** coaching sessions to encourage instructional improvement partnership.

**LEARNING & ENGAGEMENT FACILITATOR  
2U, INC. - Lanham, MD  
August 2016 - January 2018**

**Instructional Content Developer** - **edited** professional development materials to promote logical flow of objectives and learner participation; **designed** professional materials in alignment with corporate guidelines; **conceptualized and facilitated** activities to promote meaningful learning experiences.

**Professional Developer** - **facilitated** synchronous online orientation and professional development sessions in three different time zones over Adobe Connect; **conceptualized, researched, and designed** a four-part communication training for 60 participants and delivered the training to three different groups - both online and in-person.

**Cross-functional Collaborator** - **proofread/edited e-learning content** for consistency, clarity, and reading ease; **consulted** with Instructional Designers on onboarding materials; **collaborated and consulted** with department managers and directors to customize learning and promote authentic growth experiences.



**INSTRUCTIONAL SPECIALIST, OXON HILL HIGH SCHOOL  
PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS - Oxon Hill, MD  
November 2012 - August 2016**

**Professional Development Lead** - **key contact** to help teachers at Oxon Hill High School to implement Prince George's County's cross-curricular literacy initiative and Oxon Hill High School's literacy plan; **facilitated** sessions for Career and Technical Academy teachers on close reading during county-wide professional development day.

**Blended Learning Lead** - **coordinated** online learning platforms to offer original credit and credit recovery opportunities in **English and Social Studies** from 2012 to 2016; **facilitated** professional development regarding online learning and classroom infusion; **designed and edited** training materials with best practices and shortcuts to ensure efficient planning and implementation.

**Intervention and Instructional Support Lead** - **organized, trained, and led** a talented team of teachers in implementing a credit recovery program; **authored** grant proposals and was awarded \$20,000 during the summers of 2014-2016 to build and implement Soar to S.A.I.L.; **curated** an instructional manual for new teachers at Oxon Hill High school - **compiled** multi-media resources, **wrote** reflection questions, and **researched** effective instructional practices to encourage educators to become and remain well-informed, motivated practitioners; **developed** and **maintained** a budget for all remediation and enrichment programs.

**FACILITATOR, SCHOOL SUPPORT NETWORKS  
BALTIMORE CITY PUBLIC SCHOOLS - Baltimore, MD  
February 2012 - November 2012**

**Collaborative Planner** - **consulted** with Executive Director of Principal Support to align school support areas in a network of 10 elementary/middle schools with the instructional goals, mission, and vision of Baltimore City Public Schools through a professional learning community with all network principals; **analyzed** district data to direct support specialists appropriately and **customized** academic program design in Literacy, Math, and Science.

**Team Leader** - **aligned** strategic school support areas - facilities, student support, family and community engagement, special education initiatives, human capital - and the specialists of the support areas for a network of 10 elementary/middle schools; **facilitated** weekly check-in sessions to encourage strategic professional collaboration among school support specialists.

**Evaluation Consultant** - **conducted classroom observations** (learning walks) with principals and Executive Directors of Principal Support; collaborated with principals regarding classroom practices of observed teachers; designed a "praise and polish" plan for conducting professional development and **observation feedback** for principals.

**EARLY CAREER**

**COORDINATOR, ACADEMIC CENTER FOR READING AND WRITING**      **February 2011 - February 2012**  
**NORTHERN VIRGINIA COMMUNITY COLLEGE, ALEXANDRIA, VA**  
Professional Developer, Writing Across the Curriculum Coordinator, and Budget Manager

**CONTENT AND COLLEGE PREP TEACHER**      **August 2006 - February 2011**  
**LAUREL HIGH SCHOOL, LAUREL, MD**  
English 10, English 12, Research Writing, and College Summit

**PRO-TELLIGENT LLC, ARLINGTON, VA**      **September 2005 - August 2006**  
United States Department of State, Washington, DC - Office of UN Political Affairs/Assistant Secretary Silverberg's Office

**CORE CONTENT TEACHER**      **June 2004 - June 2005**  
**ARCHBISHOP CARROLL HIGH SCHOOL, WASHINGTON, DC**  
English 9, Creative Writing, and Latino American Literature

**CORE CONTENT TEACHER**      **August 2002 - June 2004**  
**LAUREL HIGH SCHOOL, LAUREL, MD**  
English 9 and Speech Communication

