

Ralph Frame Matthews, Sr.

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PROFESSIONAL SUMMARY

Dedicated English instructor with eight years of experience teaching first-year college composition, including three years teaching dual enrollment courses through Columbia International University. Experienced in teaching critical reading, composition, and research, with a commitment to mentoring students while integrating a biblical worldview into my teaching.

WORK HISTORY

Teaching Experience

English Department Head / High School English Teacher / Dual Enrollment Instructor, Northside Christian Academy in Lexington, SC (Spring 2020, Fall 2022-Present)

- Coordinated with Columbia International University to offer dual enrollment courses (Composition & Research and Literature & Research); consistently enrolled courses at or near capacity, reflecting strong student demand
- Designed and delivered in-person and online lessons for various English courses including English 1, English 2, Creative Writing, and Journalism
- Employed online information management systems (RenWeb/FACTS, Google Classroom, Canvas) to engage students in multiple modes of learning and to create a central site for student resources, assignments, and grades

Adjunct English Instructor, First-Year English, University of South Carolina (2013 – 2015)

Graduate Teaching/Instructional Assistant, English Department, USC (2010 – 2012)

- Taught multiple sections of First-Year English (Critical Reading & Composition and Rhetoric & Composition) in line with goals set by the English Department and the First-Year English Program
- Designed and taught writing courses to a variety of undergraduate audiences, working with students in large lecture classes, small seminars, and individual tutoring sessions
- Taught communication skills through topics such as composition, rhetoric, English grammar, and literature

Curriculum and Instructional Design Experience

Instructional Designer III, Global Business Services, UPS (2021-2022)

- Developed online modules, virtual instructor-led trainings, and PowerPoint presentations for training UPS customer service representatives
- Revised course materials, including instructor-led and online modules, for UPS's domestic customer service representatives

Curriculum Coordinator I, Center for Child and Family Studies, USC (2015-2021)

- Wrote and revised course materials for social services agencies in South Carolina (Department of Social Services, among others)
- Designed subject matter materials to accommodate different learning modalities/environments, such as print, audio-visual, and online
- Observed and evaluated instructor-led trainings for the purpose of revision and re-design

EDUCATION

M. A., English Language and Literature, University of South Carolina (2012)

Thesis: *The Balance Between Mechanical and Creative Writing in David Copperfield*

B. A., *magna cum laude*, English Language and Literature, University of South Carolina (2008)

SKILLS AND ACCOMPLISHMENTS

Teaching and Academic Skills

- ACSI certified teacher (Association of Christian Schools International)
- Teacher of the Month Award, Northside Christian Academy (October 2023)
- Award for Excellence in Adjunct Teaching, University of South Carolina (2014 – 2015)
- Member of Phi Beta Kappa, University of South Carolina (2007 – Present)

Instructional and Technical Skills

- Proficiency in learning management systems including RenWeb/FACTS, Canvas, Google Classroom
- Proficiency in instructional design software such as Adobe Captivate and Articulate Storyline 360
- Proficiency in Microsoft Office software applications
- Certificate in Virtual Environments Technologies, Center for Teaching Excellence, University of South Carolina (2019)

AREAS OF TEACHING INTEREST

- First-year Writing / Composition
- Creative Writing
- British Literature, American Literature, Southern Literature
- Poetry

PUBLICATIONS

Poems and other writing published in the following venues:

- *Amethyst Review*
- *Autumn Moon Haiku Journal*
- *bottle rockets*
- *Frogpond*
- *The Haiku Foundation*
- *Haikuniverse*
- *Modern Haiku*
- *Poetry Pea*
- *Presence*
- *Time of Singing*
- *Visual Verse*
- *Wales Haiku Journal*