

Bryan Grilli

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PROFESSIONAL EXPERIENCE

University of Ottawa, Ottawa, ON

Part-Time Professor, September 2023 – Present

Courses: Workshop in Essay Writing

- Create assignments (quizzes, in-class writing assignments, midterm, final essay, etc.)
- Design and implement syllabus, outlining student responsibilities and learning objectives
- Evaluate student learning
- Meet with students for one-on-one assistance and enrichment
- Produce and deliver lectures on academic research and writing skills as well as grammar

University of Ottawa, Ottawa, ON

Teaching Assistant, September 2017 – April 2022 / September 2022 – April 2023

Courses: Effective Business English, Technical Report Writing, Workshop in Essay Writing

- Assisted in teaching (preparing documents and presentations, facilitating discussion among students), as well as evaluation, in both in-class and virtual contexts
- Coordinated with supervising professor to reintegrate course material to an online format during the winter 2020 semester
- Graded various assignments, essays, and exams critically in a timely manner
- Engaged with students both in and outside class to assist with their improvement
- Instructed on best practices and assessed production of résumés, cover letters, and other business-oriented documentation for Effective Business English
- Managed over 120 students (fall 2019/on-campus, fall 2020/online, and fall 2022/on-campus)

Adelphi University, Garden City, NY

Student Financial Aid Advisor, May 2022 – August 2022

- Accurately assessed students' financial aid/billing history, needs, potential problems and other indicators in developing sound financial aid recommendations
- Assisted prospective and current students with financial aid process, including applying for grants, loans, and work-study programs
- Collected and reviewed forms and related documents for accuracy and completeness, as well as distribute documents to appropriate inter-office staff
- Educated students and parents in scholarship research and default prevention
- Met with students and parents regarding affordability of education

Lionbridge, Ottawa, ON

Transcriber, July – August 2019

- Completed transcription tasks from English audio to written text
- Conducted evaluations of audios, requiring skilled listening and attention to detail

Adelphi University, Garden City, NY

Summer Assistant to Senior Director of Annual Fund, May – August 2017

- Drafted letters for university president and vice president for advancement
- Interacted with alumni and responded to a variety of inquiries
- Researched annual philanthropic reports from various North American private and public universities, and created Excel spreadsheets and proposals for Adelphi's inaugural annual report
- Used Raiser's Edge solution for alumni fundraising purposes

- Wrote alumni profiles for publication in annual report

The Delphian student newspaper, Adelphi University, Garden City, NY

Editor-in-Chief, May 2015 – May 2017

News Editor, May 2014 – May 2015

Staff Writer, September 2013 – May 2014

- Created budgets in collaboration with organization treasurers
- Developed strong connections with various university departments and units
- Presided over meetings and managed editors, staff writers, and graphic designers
- Worked closely with staff writers and editors to enhance their relevant skills

Square One Publishers, Garden City Park, NY

Marketing and Public Relations Intern, January – May 2017

- Assisted in producing marketing and PR materials for new and pre-existing books
- Made cold calls and wrote content for company website during campaigns

North Shore Animal League America, Port Washington, NY

Communications Intern, May – August 2016

- Built, modified, and verified media lists through Cision database and call confirmations
- Researched celebrity agents and relevant organizations for strategic partnership

EDUCATION

University of Ottawa, Ottawa, ON

Master of Education in Leadership, Curriculum, Assessment, and Policy, April 2022

Relevant Courses: Decision Making in Educational Admin, Development of Assessment Instruments, Educational Admin, Human Relations in Education Admin, Integration of Technology in Education, Leadership at a Distance: Social and Emotional Competences, Mentoring and Coaching in Professional Contexts, Program Planning in Adult Education

Master of Arts in English Literature, October 2018

Adelphi University, Garden City, NY, Summa Cum Laude

Bachelor of Arts in Communications, concentration Journalism, May 2017

Bachelor of Arts in English, concentration Creative Writing, May 2017

PROFESSIONAL DEVELOPMENT

University of Calgary, Calgary, AB

Certificate (200 hour) in Career Development and Academic Advising, December 2021

Relevant Courses: Assessment Practice in Career Development, Career Development Foundations, Diversity in Adult Learning, Ethics for Career Development Professions, Helping Skills in Career / Academic Advising, Human Behaviour in Organizations, Student Advising Foundations

University of Michigan, Ann Arbor, MI

Certificate Course in Leadership for Equity, Diversity, and Inclusion in Higher Education (via Coursera), May 2021

SKILLS

- **Microsoft Solutions:** Excel, Outlook, PowerPoint, Word
- **Vocational Assessments:** DiSC, MBTI, RIASEC, Strong Interest Inventory, VIA Character Strengths Survey
- **Educational Technologies:** D2L, eCampus, Moodle

- **Classroom Management Technologies:** Adobe Connect, Google Classroom, Zoom
- **Social Media:** Facebook, Instagram, LinkedIn, Pinterest, Twitter
- **Content Management:** Blogger

PROFESSIONAL AFFILIATIONS

- NACADA, NCDA