

James Edward Metzger

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Education

Master of Arts Humanities, emphasis in creative writing: Dominican University; 2010-2014; 3.80.

Graduate Fellow 2012-13: Managing Editor of *Tuxedo Literary Journal*, supporting eight undergraduate students in the development and publication of inaugural online literary journal over the academic term.

Coursework: Social History, Philosophy, Religion, Art History, Contemporary Theory, Literature.

Experience leading classroom discussions during seminars and grading papers with peer review assignments. Strong skillset for database research, shaping bibliographies, critical topic analysis, academic writing.

Bachelor of Arts United States History: Princeton University, 1994-1998.

Teaching Credential: St. Mary's College-CA, 2004-2005. Single Subject: Math, History; 4.0.

Work Experience

Teacher: Valley Oaks School, Petaluma CA.

08.007-06.015

Valley Oaks is a fully accredited public school following the Independent Study model.

Teaching (academic)

- Instructed 50+ pupils in unique one-on-one environment built around curriculum and developmental needs.
- Generated NCLB/CCSS based curriculum for 23 preps: Math (All Algebras, Geometry, Math Analysis), History (World, 7th/10th; U.S., 8th, 11th), English (7th, 8th), electives (Contemporary Issues, Humanities, creative writing).
- Excelled in differentiated lesson planning based upon immediate assessment strategies of each student.
- Focused on writing development and appropriate web-research skills within CCSS focus for all courses.
- Expected internet-focused coursework in order to develop student web-publishing skills in a secondary way.
- Expanded Junior High elective into project-based, creative writing seminar for all 7th & 8th grade students.

Teaching (social/emotional)

- Fostered trust from students while emphasizing social & emotional development and communication skills.
- Inspired students to (re)discover inner reserves for self-motivation and organization while challenging personal exploration and novel approaches for learning as an independent student.
- Developed community relationships to build monthly Hiking Program for 12 under-served students.

School-wide Projects

- Supported creation of *La P'luma Lit*, the first online literary journal in the district with student editors.
- Spearheaded school-wide conversion of New Student Packet from hardcopy to integrated website/google drive format while training colleagues on various google platforms during the requisite district wide transition.
- Redesigned state-mandated, legally binding Weekly Assignment Sheet from hardcopy document to excel template, establishing time-saving, real-time grading system and documentation for entire staff.
- Creator of 3x4 assignment & Bookend, two projects to support beginning and end of year curriculum needs.

Systems and Administrative

- Lead writer/editor, 2009 WASC (Western Association of Schools and Colleges) accreditation report.
- Technology support: trained staff for complete google rollout, including shared docs and google drive, in conjunction with leading conversion of new school-wide curriculum projects from hardcopy to online form.
- Streamlined multiple staff-wide systems: 1) Individualized Learning Plan – real-time analysis system to track all student progress; 2) Integrated all colleagues onto dropbox; 3) Created real-time spreadsheets for staff-wide attendance/accounting documentation, saving eight hours of secretarial accounting work per month.
- Principal Designee, 2013-14; Website maintenance; district technology committee 2013-2015.

Summer School Math Teacher, Montgomery High School; Santa Rosa CA.

06.007-07.007

Math Teacher, Hillview Jr. High School; Pittsburg, CA.

01.006-02.006

Account Manager: USA Marketing, Oakland CA.

05.001-10.002

- Project Manager**; creation and management of promotional product marketing campaigns from start to finish: brainstorming, research, sourcing, quoting, creative development, purchasing, trafficking, vendor management, shipment, delivery, invoice, & collections.
- Customer Service**: Processed 100+ orders a month with excellent organization & multi-tasking skills.
- Inside Sales**: Development/maintenance salesperson support, \$2M in annual sale in Fortune 500.
- President's Administrative Assistant, Goals and Development**: Created sales promotion contest with success. Surpassed goals by \$50K monthly. Web development team.
- Accounting**: Accounts Receivable backup, billing \$150K per week for the company.

Account Management Specialist: MadeToOrder.com, Oakland CA.

12.1999-05.001

- National Online Account Representative**: Primary customer contact for YMCA program. Responsible for all internet/specialized orders from customer inquiry and design placement to production and final delivery.
- Project Manager**: Created marketing ideas for sales events, trade shows, product launches. Total ownership through delivery date in fast paced, detail driven, multi-task environment.
- Troubleshooter**: Creative/Policy/Development contact for online catalogs, CSR Intranet design.
- Personal Initiatives**: Wrote training manual for Sales Associates in expanding dot.com company.

Publications and Commendations

- 2016: *Not Just Another Pretty Face* literary anthology: "The Boxers."
- 2014; 2011: *West Coast Grad. Symposium*: "Out of Time, In the Box & Afterword," Mt. Saint Mary's, LA, CA; "TV on TV on *The Simpsons* on TV," Simon Fraser, Vancouver BC.
- 2014: *200 Miles Off Broadway*, NY: "Out of Time"; Finalist.
- 2013: *Babbling Creek Review*: "Talking About Talking About."
- 2012; 2011: *Tuxedo Lit*: "Sacrifice," "A Wrap of *Cigar City Stories*;" "Long Side of the Tracks."
- 2011: *Petaluma Readers' Theatre*: "Renaissance, Fair;" in *Mysteries and Miracles*.

Significant Intellectual Work

- "TV on TV on *The Simpsons* on TV: Watching Postmodernism Watch Itself"
- "One Closet Under All: Collective Individuality within the Gay Liberation Movement"
- "and the Word was Dante: Inscriptions, Scars, and Cheerleading Angels in *Divine Comedy*"
- "Life Is but a Dream: Awakening within the Buddhist Take on Dreaming"
- "Physical Inhabitations of the Mental Landscape in Barbara Kruger's Art"

Significant Creative Work

- outoftime, inthebox & afterword*: A play in three pieces.
- MF Margaret Faye*: a full-length novel in second draft.
- Eddie the Nomadic Lemming*: illustrated children's book.
- Grand Safarians: "As I Lay Burning," workshop at Black Rock Arts Festival, '013.
- Anything Goes*: Kitty Hawk Gallery, Sebastopol CA; Winter Show '013.
- Thoughts on Time*: Risk Dance; Company Member.

Additional Whimsy

- Classical Hatha Yoga Teacher: YTT-200; Mahadevi Ashram, Tzununá, Guatemala. 2015.

References

- Available upon request.