

James Edward Metzger

Objective: To offer an snapshot of the bunch of stuff that makes me who I am.

Education

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

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. 3.80 GPA
Strong skillset for database research, shaping bibliographies, critical topic analysis, academic writing.

Teaching Credential: St. Mary's College-CA; 2004-2005.

Single Subject, 2042 Authorization (CLAD embedded): Foundational Math, History; 4.0 GPA.

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

Direct Work Experience

10.016-present – Academic Counselor for Student-Athletes: Berkeley High School, Berkeley CA

- Support 125+ student athletes during competitive season: Monitor academic performance, establish systems to help students maintain eligibility: daily tutorials, connecting students to resources, direct interventions.
- Empower students with communication strategies when contacting and self-advocating with teachers.
- Organize and educate all student athletes with NCAA academic clearinghouse requirements.
- Communicate with coaches, parents and teachers to align expectations within key dates and deadlines.

08.007-06.015 - Teacher: Valley Oaks School, Petaluma CA

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 internet-research skills within CCSS focus for all courses.
- Expanded Junior High elective into project-based, creative writing seminar for all 7th & 8th grade students.
- Counseled students with academic choices, determining best course flow to maintain timely progress.
- Monitored graduation progress for all students, establishing weekly work goals for on-time completion.

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 independent student, with short/long term focus.
- Established open and consistent communication channels with parents/guardians to help at-home progress.
- Developed community relationships to build monthly Hiking Program for 12 under-served students.

School-wide Projects

- 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.
- Supported creation of *La P'luma Lit*, the first online literary journal in the district with student editors.

Valley Oaks School, cont.

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.

Additional Work Experience

05.016-present - Assistant Director, co-writer/researcher: EyeZen Presents; San Francisco CA

- Work independently and in collaboration with creative director for devised theater/performance company.
- Excel in archival & scholarly research to uncover, develop, inspire original performance using drama, dance, puppetry, music, circus arts to elevate stories of queer ancestors.
- Generate original scenes to workshop with cast, then revise and adapt based upon discoveries through process.
- Adept in formatting scripts to effectively express various layers of sound, lighting, technological overlay.
- Write/edit original blog content and press release materials.

Rainbow Logic: Arm in Arm with Remy Charlip: 11.2016, CounterPulse Theater, SF CA, 3 week run, 6 sold out shows.
Out of Site; two interactive performance driven walking tours of queer historical locations in SF. Premiere 03.2018.

05.001-10.002 - Account Manager: USA Marketing, Oakland CA

- Project Manager;** creation and management of multi-layered promotional product marketing campaigns from start to finish: brainstorming, research, sourcing, quoting, creative development, purchasing, production, trafficking, vendor management, fulfillment, 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.

Other Certifications

- 200 hour Yoga Teacher Training, Summer 2015: Mahadevi Ashram; Tzununa, Guatemala
Training in Classical Hatha: studying 8-limbs, energy systems, yoga sequencing, kinesiology, breathing.

Recent Publications and Presentations

- 2018 *Bluestem*: "The Left After," online literary journal; forthcoming, summer.
- 2018 *Out of Site*: World Premiere performances in North Beach, San Francisco; March.
- 2017 "Art & Politics: 'OUT of Site'": Research Presentation at Shaping San Francisco; November.
- 2017 *AA Grapevine*: "Falling in Love with the Universe," September print issue.
- 2016 *Not Just Another Pretty Face*; "The Boxers," Beautiful Dreamer Press.
- 2016 *Benchwarmers*: "The Other Side," Finalist, One-Act Play Festival; CA.

References (letters available upon request*)

Available upon request