

PHILIP P. ENGLEWOOD

pendlewood@aol.com

5210 N. Holiday Court
San Diego, California 92101

Residence: (559) 555-5555
Mobile (559) 555-5555

MANAGING EDITOR / DEVELOPMENT MANAGER—EDUCATIONAL PUBLISHING INDUSTRY

Versatile and results-oriented professional combining entrepreneurial vision, creative talents and a strong business acumen with a sound academic background and experience to produce strong bottom-line contributions. Proven ability to guide projects from inception through all aspects of planning and development to meet critical deadlines and budgets. Skilled communicator who excels in team building and leadership across diverse and cross-cultural populations.

—Areas of Expertise—

Strategic Planning • Project Management • Revenue & Productivity Optimization • Cost Containment
Writing, Editing & Proofing • Publishing • Advertising & Marketing • Audio & Video Production • Web Design
Training & Development • Change Management • Problem Solving • Consensus Building

—Educational Competencies—

ELD (English Language Development) • English Language Learner • Language Acquisition • Teaching Guides
Student Materials • Assessments • Standards • Compliance • Textbook Adoption • Research
Lesson Plans & Strategy • English Grammar, Usage & Style • Text-Leveling.

PROFESSIONAL / ACADEMIC EXPERIENCE

CRESCENT PUBLISHING, INC., Fresno, CA

Senior Project Manager • 2000 to 2004

Multi-million dollar producer of professional development courses, language acquisition products, standards-based assessment products and whole-school reform for literacy and teaching

Advanced rapidly from initial position as senior editor and content provider. Proactively assumed additional areas of responsibility including managing layout/design, audio/video production, web design, marketing design and copywriting. Progressed in scope of responsibility to manage project development and sit on corporate steering committee. Motivated, coached and oversaw management of creative and administrative teams up to 15; coordinated projects with outside vendors and subcontractors.

Representative Accomplishments

- Collaborated with SVP in product development. Oversaw layout, design and editing of all materials; provided leadership regarding timelines and project organization. Managed individual production budgets of \$20,000 – \$40,000.
 - Oversaw development of second version of Reading Oral Language Assessment (ROLA 2.0) for grades 4 through 12, authoring approximately 25 text-leveled stories, accompanying assessment materials, standards forms, artwork, layout for printing, and proofing of blue line masters. Projected 2004 sales are \$500,000.
 - Instrumental in project concept and development that became centerpiece of flagship product — *English Now!* (ELD word booklets) — with first year sales of \$500,000.
- Elevated quality of products — both in content and presentation, expanded scope of product offerings to include audio/visual elements in addition to print, eliminated waste and streamlined productivity to drive revenues from under \$1 million to \$6+ million within four years.
- Reduced staffing and subcontracting needs by providing cross-functional expertise in diverse areas of production, bringing creation of marketing materials in-house and spearheaded minimum investment in equipment and software that enabled company to develop training and marketing videos.

Crescent Publishing, continued...

- Key contributor as one of three-member project group that successfully bid on multi-million dollar, three-year contract with major school district. Assisted in writing proposal, participated in negotiation process and managed correspondence and communication with district.
- Designed and built company website as value-added component of position, eliminating need for outside contractors.
- Restructured artistic development process, instituting quality assurance process and expanding graphic arts resources. Developed style guide for developers, implemented production calendar and oversaw developers to ensure critical deadlines were met.

Lecturer • 1999 to Present

CALIFORNIA STATE UNIVERSITY, Fresno, CA

Teach wide range of classes—ranging from sophomore music theory to masters level advanced topics in music theory. Currently instructor for masters level theory review.

General Manager / Owner • 1997 to 2002

SAN FRANCISCO ACADEMY OF MUSIC, San Francisco, CA

Launched and ran all aspects of successful music school including marketing, budgeting, hiring and client relationships. Provided instruction and organized recitals.

Music Teacher/Choir Director • 1998 to 1999

DANVILLE INDEPENDENT SCHOOL DISTRICT, Danville, CA

Provided music appreciation and choir at high school level; directed the choir and taught six-week rotation of music appreciation to middle school students; directed fourth grade choir.

Special Assistant to the CEO • 1997 to 1998

ABC BUSINESS GROUP, Sacramento, CA

Interviewed business owners and analyzed financial statements, tax returns, sales records and projections across diverse industries to identify prospective acquisition / divestiture / roll-up targets and provide business valuation services.

EDUCATION

Ph.D. in Music Composition and Theory

RUTGERS UNIVERSITY, New Brunswick, NJ; 1999

Activities: Created and ran 3 *Composers* concert series; member—Graduate Music Lecture Committee; Graduate Assistant (1995); Adjunct Professor at William Paterson University (1996–1997); Fellow of New Jersey Institute of Collegiate Teaching and Learning (1994–1997).

M.A. in Music Composition and Theory

CALIFORNIA STATE UNIVERSITY, Fresno; 1990

GPA: 3.81

B.Mus in Music Composition and Theory

ORAL ROBERTS UNIVERSITY, Tulsa, OK; 1993

Professional Development

Human Dynamics (2000, 2004); *New Jersey Institute of Collegiate Teaching and Learning* (1994—1996)