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1133 Manningwoods Rd.  
Williamston, N.C. 27892

## Joy M. Holster

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**Objective:** A full-time teaching position in English, communications, writing, journalism, or professional and technical writing.

### Education:

Master of Arts in English, concentration in technical and professional communication, December 2004, East Carolina University, Greenville, N.C., 4.0 GPA. Degree completed entirely online.

Bachelor of Arts in English, double major in English and history, minor in math  
May 1979, Meredith College, Raleigh, N.C.

Professional training in PageMaker, InDesign, Photoshop, Dreamweaver, HTML, digital photography and document design. Post-graduate studies in Web design and Web-based instruction.

**Honors:** Inducted into Phi Kappa Phi, ECU Chapter, December 2002. Selected as Outstanding Graduate Student, ECU Department of English, December 2004. Member, Society for Technical Communication.

### Teaching Experience:

- Adjunct faculty – East Carolina University School of Communication, 102 Joyner East, Greenville, N.C., Fall 2005 to present. Teaching COMM1002: Media Writing.
- Online adjunct instructor – Ellis College, New York Institute of Technology (<http://ellis.nyit.edu/>), May 2005 to present. Courses taught include Business Writing, Writing for Communication Arts, Writing for Publication, and Writing for the Web.
- Online adjunct instructor – Martin Community College, Williamston, N.C. 27892. Fall 2005 and Spring 2006. Taught ENG111: Expository Writing and ENG114: Professional Writing and Research.

**Strengths:** Interacting positively and enthusiastically with patient encouragement and instruction for students at all skills levels; developing rapport with students in both face-to-face and online teaching environments; producing cohesive, concise writing for news media and the Internet; designing and developing attractive and audience-appropriate publications and Web sites; successfully using creativity, persistence, drive and determination to troubleshoot and overcome challenges.

### Employment History:

- **Editor**, Information and Communication Specialist II, July 2000 to present, East Carolina University Office of News and Communication Services, Greenville, N.C. Write, edit and design for monthly newspaper for university faculty and staff (circulation near 5,000). Develop and maintain Web site that serves the university community with access to current and archived issues, deadline details, submission guidelines, and electronic submission by e-mail.
- **Office Manager**, Administrative Services Assistant V, July 1989 to July 2000, East Carolina University Office of News and Communication Services, Greenville, N.C. Maintain budgeting and bookkeeping, purchasing and inventory. Write press releases, feature articles, job descriptions, reports and letters.
- **Secretary III**, September 1986 to July 1989, East Carolina University Office of News and Communication Services, Greenville, N.C. Supervise student assistants in processing statewide mailings. Write news and feature articles.
- **Director of Communications**, January 1984 to February 1986, Alba-Waldensian, a hosiery manufacturer in Valdese, N.C. Coordinate production of internal newspaper. Research and write news and feature stories. Prepare layout and design. Develop and implement new employee orientation.