

CHRISTOPHER J. CARBONE

Education

M.F.A. Creative Writing & Publishing Arts, University of Baltimore, 2004

M.A. English Literature (minor: Rhetoric and the Teaching of Writing), University of Colorado Denver, 1996

B.A. Journalism, Benedictine College, Atchison, KS, 1987

Training & Coaching

Independent Contractor • *Greater Baltimore and Denver Areas* • 2012 – Present

Create and facilitate communication workshops, and provide coaching for individual clients and organizations. Workshops focus on principles and techniques for clear written, oral and visual communication in various professional settings. Past clients include corporate and nonprofit executives; research fellows; various academic and administrative departments at the University of Maryland, Baltimore County (UMBC); and the following grant-funded STEM programs at UMBC: the undergraduate program for the Howard Hughes Medical Institute, the Ph.D. program for Graduate Assistance in Areas of National Need, the McNair Scholars Program, and the Meyerhoff Scholars Summer Bridge Program.

Teaching

Leeds School of Business, University of Colorado Boulder • *Boulder, CO* • 2015 – Present

Teach skills-based communication courses to undergraduate business students. Coach graduate and undergraduate students in oral and visual communication, writing, and team dynamics. Courses Taught: *Communication Strategy*—1000-level course designed to help students develop basic presentation and teamwork skills for an organizational setting; *Written Communication for Business Leaders*—3000-level course focusing on business writing for leaders and other professionals in an organizational setting; *Business Ethics and Social Responsibility*—2000-level course where students consider the interconnectedness of law, ethics, values, public policy, and regulation. *BCOR Applied Semester Experience*—2000-level course where students develop and present solutions to multidisciplinary business problems, primarily in teams. Team-taught by a business expert and a communication coach.

Johns Hopkins Carey Business School • *Baltimore, MD* • 2014 – 2015

Taught Business Communication to business professionals in Carey's MBA programs. Focused on writing, presenting and interpersonal communication, as well as strategies for effective decision-making in various organizational settings. Topics included crisis communication, cross-cultural communication, and electronic media. Students analyzed research and course readings, and applied course principles to real-world tasks.

University of Maryland, Baltimore County (UMBC) • *Baltimore, MD* • 2011 – 2015

Taught Technical Communication to students across the curriculum, and Writing in the Sciences to upper-division fellowship recipients in STEM fields. Coursework entailed research, analysis and presentation of technical information to various audiences through writing, speech and graphics. Written forms included business correspondence, proposals, abstracts and analytical reports, as well as CVs, resumes, personal statements and grant applications.

University of Baltimore • *Baltimore, MD* • 2011 – 2012

Co-taught, with professor of graphic design, the foundational course for the master's program in Publications Design (Words & Images: Creative Integration). Semester-long class met every Saturday for six hours. Curriculum entailed observation and analysis of the interplay between writing and design, as well as hands-on development of several writing and design projects ranging from magazine spreads, to product packaging, to multi-modal branding campaigns.

Community College of Baltimore County • *Baltimore, MD* • 2010 – 2012

Taught speech communication, English composition I and II, journalism, and developmental writing for diverse populations at the school's multiple campuses.

Howard Community College • Columbia, MD • 1997 – 1998

Taught English composition and developmental writing. Tutored students across the curriculum.

University of Colorado Denver • Denver, CO • 1993 – 1995

Taught composition and research writing as a graduate student. Designed curriculum, created syllabi and selected texts. Served as student representative to English department faculty. Contributed to the development of university-wide writing standards. Tutored graduate, undergraduate and community college students across the curriculum at the University of Colorado Denver, as well as neighboring Metropolitan State College and the Community College of Denver. Taught basic computer seminars at the Community College of Denver.

Communications

Director of Corporate Communications • KCI Technologies Inc., Sparks, MD • 2005 – 2009

Oversaw employee and client communications, and media relations for engineering firm employing 1,000 people in 13 states and the District of Columbia. Reported directly to CEO. Managed staff of three and provided creative direction and training for marketing staff of 25. Worked with executive officers and local media to establish and maintain corporate image and messaging. Directed content development, design and production of print and electronic materials, including client and employee newsletters, corporate website, intranet, advertisements, brochures, and corporate collateral. Wrote, edited and placed articles in trade publications. Directed the design and production of trade-show booths and displays. Oversaw corporate and client events, including annual awards luncheon.

Key Accomplishments

- Initiated and directed redesign of company's visual brand, and implemented corporate branding standards.
- Created media relations program resulting in ongoing coverage in key business and trade publications.
- Initiated and directed redesign of corporate website, and edited all copy (www.kci.com).
- Revived flagging internal communications program in first twelve months on the job, earning highest rise in employee survey scores among five administrative divisions.

Communications Specialist • KCI Technologies Inc., Sparks, MD • 2001 – 2005

Served KCI's top transportation clients with on- and off-site communications consulting, and provided in-house editing and graphic design services for company's transportation and environmental planning divisions. Met regularly with clients to develop project goals and strategies, and to keep projects on track. Translated the technical language and concepts of scientists, engineers and programmers into plain English and simple graphics for lay audiences at public hearings and in public documents. Recognized as the in-house expert for developing print and electronic materials, including websites, presentations, multimedia, illustrations, posters, brochures and other collateral.

Graduate Fellow • University of Baltimore, Baltimore, MD • 2000 – 2001

Served as publication designer for *Passager*, an international literary journal featuring work by writers over 50. Designed and maintained *Passager's* first website. Promoted and designed marketing materials for university events featuring renowned literary voices across the U.S.

Writing & Editing

Technical Writer • SofiDent, White Marsh, MD • 1999

Wrote, edited and designed layout for client- and server-side documentation for industry leading dental-practice management software, including user manuals, installation guides and supplements.

Writer and Editor • User Technology Associates, Washington, D.C. • 1998

Served as on-site contractor for U.S. Bureau of Labor Statistics in Washington, D.C. Wrote and edited technical documents and daily memoranda to support nationwide data collection efforts for Consumer Price Index.

Editorial Assistant • *English for Specific Purposes Journal*, University of Colorado, Denver • 1995 – 1996
Reviewed articles, copy edited text, and consulted with leading researchers about article revisions for international, peer-reviewed journal on social, linguistic and pedagogical language issues. Coordinated publication with publisher.

Staff Reporter • *The Villager Newspaper Group*, Englewood, CO and *Gateway Gazette*, Aurora, CO • 1988-89

Articles & Publications

Newspapers – *Washington Times*, Washington, D.C.; *Villager*, Englewood, CO; *Gateway Gazette*, Aurora, CO

Trade Publications – *Land & Water*, Fort Dodge, IA; *Print & Graphics*, Timonium, MD

Academic – *Selected Papers: 2004 Conference, Society for the Interdisciplinary Study of Social Imagery*

Literary – Self-published travel memoir/MFA thesis; *Welter*, University of Baltimore literary publication

Honors

Panel Speaker, Community College of Baltimore County, Communications Week, 2011

Panel Speaker, Loyola University Maryland, Introduction to Communication, Dr. Russell Cook, 2007

Doctoral/MFA scholarship, Yale Gordon College of Liberal Arts, University of Baltimore, 2003-04

Graduate Fellowship, School of Communications Design, University of Baltimore, 2000-01

Teaching Fellowship, College of Liberal Arts & Sciences, University of Colorado, Denver, 1993-95

Professional Service Roles in Communication

Stevenson University – Art Advisory Board, 2008 – 2014

Public Relations Society of America – Judge, National Bronze Anvil Awards, 2010

Public Relations Society of America, Maryland Chapter – Board of Directors 2009 – 2010

Professional Development and Training

2023

- Chat GPT faculty discussions (Jan. 11, 20)
- Active Harmer Training (Apr. 7)
- Generative AI Online Workshop (Dr. Peter Cardon, USC, May 11)
- McGraw-Hill Connect platform training (May 31, June 7, 22, 28)
- Inclusive Pedagogy Panel discussion (Aug. 14)

2022

- Finding Purpose in Academic Services, sponsored by (Office of Faculty Affairs, October 14)
- Technical Training in McGraw-Hill Connect platform in anticipation of new BADM 3020 course (Fall 2022)

2021

- Flipped Classroom Training (April 2)
- Diversity, Equity and Inclusion Workshop (Mary Beth Lewis, May 19)
- Packback Video Training (May 2021)
- Bystander Training (Carly Hernandez, Sep. 17)
- Individual Conference with Stephanie Foster, CU Center for Teaching and Learning (Sep. 23)
- Design Your Leeds workshop (Kelli Stevens, Oct. 20)

2020

- PlayPosit Workshop (Laura Kornish & Tuba Ozlem, May 27)
- Honor Code Training (Lindy Stein & Maggie Higgins, June 10)
- Honor Code Training, follow-up (Laura Kornish, Jul. 16)
- Summer Teaching Workshop, Marketing Division (Laura Kornish, Jul. 22)
- Inclusive Pedagogy Workshop (Jul. 28)
- Zoom Advanced Training (Jul. 29)
- iClicker Training (Rob Leary, Aug. 12)
- McGraw-Hill Connect platform training – 12 training sessions and/or meetings with McGraw-Hill (Summer/Fall 2020)
- Proctorio-Canvas integration training with McGraw-Hill (Sept. 10)
- Discrimination and Sexual Misconduct Training (Nov. 11)