

DEMITRA C. CALIVAS

Ramsey, New Jersey

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PROFILE

Communications professor with extensive experience in higher education teaching students how to communicate effectively through various approaches. Taught courses related to career readiness, business communication, cross cultural perspectives, globalization, and public speaking. Effectively implemented various speaking and language techniques, developed students' cultural competence, and taught strategies for alleviating public speaking anxiety. Championed the development of wellness techniques to assist students in building self-efficacy. Fostered relationships with students and colleagues grounded in mutual respect.

INSTRUCTIONAL EXPERIENCE

Seton Hall University, South Orange, NJ

2018 – present

Adjunct Professor

- Develop homework and course syllabi for two sections per semester (*Oral Communication* COST 1600).
- Teach strategies for effective communication such as listening and speaking skills that enhance public speaking competency.
- Guide students on how to encode and decode messages.
- Instruct students on how to design and deliver compelling messages.
- Implement wellness techniques to assist students with speech and language anxiety.
- Encourage students to foster awareness of cultural diversity including the ability to analyze one's audience and customize the speaker's message accordingly.

Montclair State University, Montclair, NJ

2015 – present

Adjunct Professor

- Develop homework and course syllabi for two sections per semester, including two summer bridge sections (*Fundamentals of Speech* CMST 101).
- Teach public-speaking competency, including how to alleviate anxiety and fear of public speaking. Guide students on how to listen and how to design and deliver compelling messages.
- Implement wellness techniques to assist students with speech and language anxiety.
- Encourage students to foster awareness of cultural diversity including the ability to analyze one's audience and customize the speaker's message accordingly.
- Advise students on how to prepare for professional development and success. Empower students with tools that build self-esteem and overcome communication apprehension and gain confidence in the presentation of one's self and ideas.
- Expand students' critical thinking and citizenship responsibilities, including ethical communication, as well as critically evaluating information and arguments.

Fairleigh Dickinson University, Teaneck and Madison, NJ

2015 – present

Adjunct Professor

- Develop homework and course syllabi for two to three sections per semester (*Professional Communication* COMM 2099 and alternating between *Cross Cultural Communication* UNIV 2001 and *Globalization* UNIV 2002).
- Teach oral and written communication using a 'simulation' of working for a corporation. Divide students into teams to research and develop a business venture for COMM 2099.
- Instruct students the importance of becoming well-balanced job candidates through internships, volunteer work, on-campus activities, and academic projects in COMM 2099.

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- Facilitate the concentration of written forms of communication tools including the creation of résumés, letters, memos, e-mails, reports, proposals—as well as oral and interpersonal communication skills with candid peer review to foster engagement for COMM 2099.
- Assist students in exploring career options utilizing personal values, interests, strengths, and preferences in UNIV 2001 and UNIV 2002.
- Supported students as they explored career options utilizing personal values, interests, strengths, and preferences in UNIV 1001 *Preparation for University Life* and UNIV 1002 *Preparation for Professional Life* at the Teaneck campus for five semesters.
- Taught students the value of office etiquette: telephone talk and voicemail messages, interacting in meetings and interviews, doing presentations, and working in groups for UNIV 1001 and UNIV 1002.

Dominican University of New York, Orangeburg, NY

2016 – present

Adjunct Professor

- Develop homework and course syllabi for one three-hour section per semester (*Dynamics of Oral Communication* CS 111).
- Provide students with opportunities to practice and apply skills in public speaking with individual counsel and critique.
- Advise students on how to present and defend their own point of view while also listening and learning from the view of others, including views widely different from their own.
- Explain the components of the communication model and the elements within a communication system: reception, information processing, and transmission.
- Instruct students how to speak with good diction, rate, volume, and tone, as well as demonstrate appropriate non-verbal behavior.
- Facilitate the development of reasoning, good organization, and support of ideas in speech crafting, critiques, and analyses, as well as effective presentation skills.

PROFESSIONAL EXPERIENCE

Montclair State University, Montclair, NJ

2018 – 2019

Interim Career Services Director for College of the Arts

- Created toolkits for each College of the Arts department that included resume templates, cover letter samples, job search tips, job sites, and departmental degree requirements for internships.
- Visited classrooms and taught students about the job search and co-op process.
- Maintained close communication with the Assistant Deans and staff of the College of the Arts, keeping them updated with weekly and monthly reports about career services statistics and events.
- Prepared and delivered cooperative education information sessions and “how-to” campus seminars.
- Advised undergraduate and graduate students seeking jobs and internship positions including the construction of resumes, cover letters, interview preparation, online social networking sites, and internship enrollment.
- Created department “how-to” ledger and enrollment reports.

MedPage Today, LLC, New York, NY

2013 – 2014

Customer Service Communications Associate

- Managed customer service needs of medical practitioners as well as documented needs in daily log.
- Updated customer profiles on company dashboard.

Projects In Knowledge®, Livingston, NJ

2005 – 2013

Project Coordinator/Administration

- Created evaluation summary reports and monthly metric reports of ongoing activities including iTunes, Google Analytics, and Dashboard for medical education for distribution to upper management.

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- Assisted Project Directors with Faculty Confirmation/Affiliation/Disclosure/Honoraria forms.
- Appointed to company Wellness Committee including event planning, seminars, and writing newsletters, as well as managing collections for local shelters and food pantries during the holidays.

Pomerantz Staffing Assigned to CASIO, Dover, NJ

2000 – 2005

Credit Coordinator

- Created all month-end report documentation for upper management.
- Collected, sorted, distributed and filed Debit/Credit Memos for Credit Department.
- Managed in-house access to digital documentation.

Atlantic Bank of New York, New York, NY

1998 – 2000

Marketing Associate, In-house Graphic Designer

- Designed and illustrated all digital and print marketing materials. Developed “Business Advantage” ad campaign that increased business revenue by 50%. Created bilingual layouts of print and digital media.
- Spearheaded branding of the bank’s identity using various print media. Created signage for the headquarters.
- Championed the design, execution and implementation of all trade shows.
- Collaborated with internal and external clients on various projects including Greek/English ads and promotions for the premiere of the PBS television series “The Greek Americans.”
- Worked directly with Editorial, Promotional and Database Managers in targeting demographic prospects for advertising/promotional projects.

EDUCATION

Regent University, Virginia Beach, VA – Candidate for a Doctor of Strategic Communication

Present -

Expected year of graduation: 2027

Montclair State University, Montclair, NJ – Master of Arts, Public and Organizational Relations

2015

Masters Thesis Topic: *An Exploratory Study of Social Media Use among Nonprofit Hospitals* (in preparation for publication) (Advisor: Dr. Yi Luo)

St. John’s University, Jamaica, NY – Bachelor of Fine Arts

2008

AWARDS AND RECOGNITIONS

NJCA Adjunct Certification

2017

Karl Moll Scholarship Award

2015

New Jersey Communication Association (NJCA), Union, NJ

NJCA Top Paper Award

2014

Alpha Epsilon Lambda Honor Society, Montclair, NJ

Graduate School Inductee

2014

COMPETENCIES

WordPress	Blogger	Infographic software	Facebook	Twitter	Adobe Acrobat
Weebly	Wix.com	FileMaker Pro	Google Analytics	Survey Monkey	MS Word
LinkedIn	Photoshop	MS Excel	MS PowerPoint	MS Outlook	MS Corel Draw
PlacePro	Canvas	Event Brite	NEST	BlackBoard	

LANGUAGES

- Greek

VOLUNTEER ACHIEVEMENTS

NJCA, New Jersey Communication Association

2010 – Present

Member

Demitra C. Calivas

Daughters of Penelope, AGAPE Chapter, 336, Wyckoff, NJ
Member

1998 – 2015

Northern New Jersey Council, Boy Scouts of America, Oakland, NJ
Iaoapogh Mountains District Unit Commissioner/ District Popcorn Kernel

2008 – 2011

Shelter Our Sisters, Hackensack, NJ

Board of Trustee/Volunteer: October 2003, Recipient of **Honorary Award** for conceptualizing and spearheading website: <http://www.shelteroursisters.org/> May 2001, Recipient of the **Myra R. Elliot Outstanding Trustee Award**. Contributing writer to bi-annual newsletters. Technology Committee Chair, Coordinator/chef/decorator for shelter's annual Christmas dinner at main facility for 15 years.