

TAMARA LUQUE BLACK

Last updated: August 2013

EDUCATION

Ph.D. Sociology. University of California, Los Angeles (2008)

Dissertation: “Exercise & Fitness in a U.S. Commercial Gym.” Chair: Rebecca Jean Emigh

- Utilized qualitative methods to examine exercise and fitness experiences
- Designed and implemented research methodology, collected and analyzed data, wrote reports and articles for publication
- Communicated effectively with faculty advisors and responded to feedback about developing project goals and implementing changes

MA Sociology. University of California, Los Angeles (2003)

BA Women's Studies. University of Maryland, College Park (1999)

EMPLOYMENT

Independent Academic Advisor, TamaraBlack.org. March 2009 – Present

- Tutoring a variety of subjects including academic writing, research, study skills, English, and social sciences
- Providing one-on-one, customized advising on writing and research projects for undergraduate and graduate students (including ESL/international students at these levels)

Faculty Coordinator, UCLA Undergraduate Education Initiatives. September 2011 – Present

- Coordinating GE72 Cluster “Sex: from Biology to Gendered Society”
- Preparing and vetting syllabi, assembling and proctoring quizzes and exams, organizing guest lectures and movie night events
- Supervising a team of six graduate student teaching fellows in planning discussion section, norming papers, and assigning grades

Lecturer, UCLA Department of Sociology. January 2011 – April 2012

- Preparing original syllabi for undergraduate courses in Introductory Sociology, Economy & Society, Gender & Body, Culture & Personality
- Delivering lectures to classes ranging from 75 – 320 undergraduate students
- Supervising graduate student teaching assistants in grading and preparation for leading discussion sections

Tutor, My Tutor. March 2009 – December 2012

- Tutoring high school, college, and graduate students one-on-one
- Tutoring a variety of subjects including academic writing, research, study skills, English, and social sciences

Program Director, College Admissions Advising Program (CAAP), KlassTutoring. February 2009 – April 2011

- Launched the CAAP program in February 2009
- Published teaching materials for CAAP, including the *KT CAAP Curriculum*, the *KT CAAP Workbook*, and the *KT CAAP Reader*
- Coordinated administration of CAAP
- Trained and supervised Advisors for CAAP
- Advised students one-on-one in the College Admissions process

Research & Program Development Specialist, KlassTutoring. July 2008 – January 2009

- Conducted publishing industry research. Coordinated process of bringing five separate book titles into print: *The Ultimate SAT Tutorial* (self-study, tutor, and student versions), *The Ultimate SAT Supplement*, and *The Tutor System*
- Provided editorial and graphic design consultation for SAT tutoring manuals
- Contributing Author and Co-Editor for *The Tutor System* a guidebook that teaches independent tutors to employ the KlassTutoring method to prepare their students for the SAT
- Developed and implemented advertising and marketing strategies for KlassTutoring publications and products
- Created KlassTutoring blog and FaceBook presence and used these media to communicate with tutors and clients
- Provided comprehensive customer service, order processing, and fulfillment for tutor system
- Developed KlassTutoring's College Admissions Advising Program (CAAP) curriculum

Research Assistant, UCLA Department of Sociology. 2006 – June 2008

- Conducted library, internet, and social science research
- Led graduate student workshops on using Atlas.TI qualitative analysis software
- Provided office management and administrative support to UCLA faculty member
- Maintained and edited content of faculty member's web page
- Assisted in creating electronic documents for upload onto course websites
- Assisted in substantive syllabus design (selection of texts and themes) for an undergraduate research seminar
- Composed and sent professional correspondence to faculty member's colleagues
- Organized materials for two panels at a professional conference for which the faculty member acted as chair and discussant
- Managed multiple library accounts, including recalls, interlibrary loans, renewals; successfully monitored due dates to avoid overdue charges and fees
- Purchased office supplies (toner, folders, flash drives) as needed

Instructor of Record, UCLA Undergraduate Education Initiatives. 2007

- Independently designed and implemented an original syllabus for an interdisciplinary undergraduate seminar (title: “Gender and the Sociology of Bodies”)
- Successfully advised and mentored 22 undergraduate students individually in the design and execution of original empirical research projects
- Supervised student writing
- Organized a mock poster session and reception, including printed programs and refreshments, where students had the opportunity to present their original research
- Utilized a variety of teaching technologies including MyUCLA Gradebook, a course website, PowerPoint presentations, and audio/visual media
- Led meetings, presented lectures, facilitated discussions, and coordinated workshops

Teaching Associate, UCLA Undergraduate Education Initiatives. 2006 – 2007

- On an interdisciplinary team of faculty and graduate students, assisted in the curriculum and program design for an interdisciplinary course entitled “Sex: From Biology to Gendered Society”
- Facilitated student mastery of materials from biology, genetics, evolutionary psychology, sociology, and women’s studies
- Led meetings, presented lectures, facilitated discussions, and coordinated workshops
- Provided instruction in academic and analytic writing, and guided students through activities that developed pre-writing, drafting, and editing skills
- Worked with campus service staff to reserve lecture hall for exam review sessions
- Coordinated exam review sessions
- Encouraged cooperation and resolved conflict among members of teaching team
- Coordinated the electronic submission of grades

Teaching Assistant, UCLA Department of Sociology. 2004 – 2006

- Collaborated with faculty and graduate student teaching assistants to develop lesson plans and activities to stimulate student learning and promote concept mastery
- Presented lectures, facilitated discussions, advised and mentored students individually
- Mentored students individually
- Courses: “Introduction to Sociology,” “Sociology of Gender,” “Sociology of the Family”

Research Assistant & Project Manager, UCLA Department of Sociology. 2003 – 2004

- Participated in the design and implementation of qualitative coding schemes for analyzing videotaped interactions between physicians and patients
- Managed a research team for a UCLA faculty Principal Investigator
- Trained, supervised, and scheduled 15 undergraduate and graduate student researchers
- Assisted in planning and implementing project goals, tracked data collection progress, effectively coordinated meetings, managed deadlines and schedules
- Data processing, data management, coding and analysis
- Protected the confidentiality of research subjects and assisted Principal investigator in preparing IRB protocols and applications (required for the protection of human research subjects)
- Served as a liaison among office operations, field researchers, and outside contacts

- Assisted Principal Investigator in planning and implementing project goals, monitored progress, effectively managed deadlines and schedules
- Assisted Principal Investigator in budget management and payroll coordination
- Provided additional office management and administrative support to Principal Investigator
- Projects: Doctor-Patient Interactions, Primary Care Teams, Multiple Concerns Visits

Research Assistant, UCLA Department of Sociology. Summer 2003 – Fall 2003

- Provided project and research support to Principal Investigators
- Assisted in implementing project goals in accordance with deadlines
- Conducted library, internet, and social science research
- Maintained STATA dataset, conducted data cleaning, coding and exploratory analyses
- Project: Journalists' Questioning in Presidential Press Conferences

Research Assistant, Urban Institute, Washington DC. 1999 – 2001

- Edited and analyzed data from the National Survey of America's Families
- Prepared data analyses and reports
- Wrote and edited methodology reports and data snapshots for a nationally-representative survey of American families
- Participated in team meetings on coding, analysis, data cleaning, data quality, and research methodology

Undergraduate Research Assistant, University of Maryland, College Park. Spring 1999

- Conducted library research
- Gathered and analyzed data on economic growth and the status of women in various nations before 1970
- Participated in team meetings on data gathering, data quality, and research methodology
- Collaborated with undergraduate and graduate student researchers under the supervision of two faculty members
- Project: “Gender Inequalities, Economic Growth, and Structural Adjustment: A Longitudinal Evaluation”

Undergraduate Teaching Assistant, University of Maryland, College Park. Spring 1998

- Presented lectures and facilitated discussions
- Used small group activities and cooperative learning exercises to teach undergraduates materials on topics such as Women’s Health and Women & the Economy
- Course: “Women & Society”

PROFESSIONAL DEVELOPMENT ACTIVITIES

American Sociological Association's 106th Annual Conference. "Social Conflict: Multiple Dimensions & Arenas. August 20 – 23, 2011. Las Vegas, NV.

"State of College Admission 2009." NACAC Web Seminar. 20 October 2009.

"Making the Most out of Attending a Performing & Visual Arts College Fair." NACAC Web Seminar. September 15, 2009.

Student Success Project. May 2009 – March 2011.

- Collaborated with Dyana Valentine to develop multi-media materials to facilitate student success. Complementary tools and resources specifically address three key demographic groups: students, parents, and teachers.

2009 National College Fair, Greater Los Angeles. April 20-21, 2009. Pasadena, CA.

- Networked with Admissions Officers from dozens of colleges and universities from all over the U.S.
- Attended "All You Need to Know about the Visual & Performing Arts" workshop

"Understanding Financial Aid Awards & Communicating with Financial Aid Officers." NACAC Web Seminar. April 15, 2009.

"Making the Most Out of Attending a National College Fair." NACAC Web Seminar. January 15, 2009.

"Basics of Borrowing." NACAC Web Seminar on Financial Aid. December 9, 2008.

"Magical Marketing: How to Get Creative with Your Marketing Tactics." BookSurge Publishing Web Seminar. November 20, 2008.

"Marketing Strategies Session." With Richard Ridley. BookSurge Publishing. October 28, 2008.

National Association for College Admission Counseling's 64th National Conference.

September 25 – 27, 2008. Seattle, WA. Educational Sessions attended:

- "Time to Talk with the Admissions Practices Committee"
- "Your Kid is Going *Where?*"
- "Where does the EFC Come From?"
- "Parents in the Process: From Handholding to Cutting the Cord"
- "The Impossible Dream?" (A workshop on guiding students in selecting appropriate colleges and strategies for aiding students in making realistic college selections)
- "How Much Help is Too Much?"
- "Fight the Hype from Both Sides of the Desk"

PROFESSIONAL CREDENTIALS & MEMBERSHIPS

American Sociological Association, Member (2006 – 2008, 2011 – 2013)

National Association for College Admission Counseling, Member (2008 – 2011)

Commission on Teacher Credentialing Emergency 30-Day Substitute Teaching Permit,
Credentialed Substitute Teacher (2008 – 2009)

GRANTS, AWARDS & HONORS

Departmental Fellowships granted by UCLA Department of Sociology. Awarded in multiple academic years: 2002-03, 2005-06, 2007-08

Nominee for UCLA Distinguished Teaching Assistant Award. Nominated by UCLA Sociology Department, 2007

Academic Apprentice Appointments, UCLA. Awarded in multiple academic years: 2003-04, 2004-05, 2006-07

Summer Research Mentorship, UCLA. 2003

Demography Traineeship Grant, UCLA. 2001-02

Graduated summa cum laude, University of Maryland, College Park, 1999

Maryland Distinguished Scholar Award, 1995-99

Banneker-Key Scholarship, a merit-based, four-year full scholarship, 1995-99

Arts & Humanities Senior Scholar Award, 1998-99

Member of the Honor Society of Phi Kappa Phi, 1997-99

VOLUNTEER ACTIVITIES

Student Success Video & Toolkit Project. May 2009 – March 2011

- Collaborated with Dyana Valentine to create a video series in which Santa Monica College students, staff, and faculty address the question “What is Success?” Developed a “Student Success Toolkit,” a collection of worksheets and other materials intended to supplement the resources offered through SMC’s Counseling 20 Course. Funded by a development grant awarded by SMC.

Job Searching & Professional Networking Survey Project. December 2008 – October 2009

- Collaborated with Dyana Valentine and Dan Fink to develop and administer a survey about the efficacy of various job-searching and professional networking strategies, online and face-to-face.

Workshop Leader, UCLA Graduate Student Resource Center. Summer 2008

- Workshop title: “Dissertation Proposal Boot Camp in the Social Sciences”
- Description: an intensive six-week course designed to help UCLA graduate students in the social sciences write their dissertation proposals. Included sessions on developing research questions, organizing the literature review, writing the methods section, revising the draft, and preparing for the oral defense
- Gave lecture and led workshop for the “Methodology” session
- Team-taught majority of workshop sessions with two graduate student facilitators
- Participated in weekly planning meetings

Information & Referral Specialist, Montgomery County Commission for Women, Rockville, MD. 1997 – May 1998

- Advised and supported the clients of a government organization in accessing social services, agencies, and support groups for a wide variety of sensitive issues, including child abuse, domestic violence, housing, legal services, and substance abuse
- Coordinated a project to update the Information & Referral Database used by the Commission and its clients
- Assisted clients in accessing the Commission’s job bank

PAPERS, PUBLICATIONS & PRESENTATIONS

PAPERS & PUBLICATIONS

KT CAAP Curriculum. 2009.

KT CAAP Reader. 2009. Compiled.

KT CAAP Workbook. 2009.

The Tutor System. 2009. With Erik Klass. Booksurge.

“Wish Colleges Could See Only Your Teen’s Best SAT Scores? That wish is about to come true...” 2009. Guest article on www.RadicalParenting.com, 18 January. <http://www.radicalparenting.com/2009/01/18/sat-scores-how-to-pick-your-best/>

“The Waiting Game: SAT Scores.” 2009. Guest article on www.RadicalParenting.com, 25 January. <http://www.radicalparenting.com/2009/01/25/the-waiting-game-sat-scores/>

Exercise & Fitness in a U.S. Commercial Gym. 2008. Ph.D. Dissertation. UCLA Department of Sociology. Ann Arbor, MI: ProQuest.

“Obligation or Recreation? The Moral Connotations of Exercise.” 2008. How gym members experience exercise as a productive and/or pleasurable activity.

“What Does ‘Fitness’ Mean to You? Members’ Understandings of Fitness.” 2008. How commercial gym members conceptualize fitness.

“Body Management Practices in a Commercial Gym.” 2007. Ethnography of interpersonal interactions regarding sharing public space and exercise equipment.

“Legitimate Knowledge in US Welfare Discourse.” 2007. Textual analysis of Congressional Record to examine how legislators justify welfare policy positions.

“2002 NSAF Collection of Papers.” 2002. Tamara Black, Natalie Abi-Habib, Simon Pratt, Adam Safir, Rebecca Steinbach, Timothy Triplett, Kevin Wang, The Westat Group, John Wivagg. Washington, DC: The Urban Institute.

“1999 NSAF Collection of Papers: Report No. 7.” 1999. Tamara Black, Kenneth Finegold, Bowen Garrett, Adam Safir, Fritz Scheuren, Kevin Wang, Douglas A. Wissoker, The Westat Group. Washington, DC: The Urban Institute.

“1999 Data Editing and Imputation: Report No. 10.” 1999. Tamara Black, John Coder, Nathan Converse, Veronica Cox, Aparna Lhila, Fritz Scheuren, The Westat Group. Washington, DC: The Urban Institute.

PRESENTATIONS

“Got Skillz? A Student-Centered Study Skills Workshop.” Invited Presentation for the Windward School. Los Angeles, CA: November 2009.

“Summertime is a Great Time to Research Colleges.” Invited presentation for the Jisan Research Institute. Alhambra, CA: June 2009.

“How to Write the Methodology Section of a Dissertation Proposal in the Social Sciences.” Invited presentation for the UCLA Graduate Student Resource Center’s Dissertation Proposal Boot Camp: August 2008.

“Fitness & Fatness: Rejecting the ‘Ideal’ Body but Retaining the Anti-Fat Talk.” Invited presentation for a UCLA General Education Cluster Seminar: May 2008.

“What Lies Between? Constructing & Complicating the Boundaries of Sex & Rationality.” MEPHISTOS 2007. Commentator, Panel Moderator, and Member of the Organizing Committee for an interdisciplinary graduate student conference on the History, Anthropology, Philosophy, & Sociology of Science, Medicine & Technology: April 2007.

“Analyzing Qualitative Data with Atlas.TI.” Invited presentation and software workshop for graduate students learning Historical & Comparative Research Methods: November 2006.

“Getting Started with Atlas.TI.” Invited presentation and software workshop for graduate students learning Historical & Comparative Research Methods: March 2005.

“Constructing Legitimacy in the Reauthorization of Temporary Assistance for Needy Families.” Center for Comparative Social Analysis Comparativists' Day, University of California, Los Angeles: January 2003.