

# CATHY M. DEES

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Downers Grove, IL 60515

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## **ENERGETIC EDUCATOR AND MOTIVATOR** **Assess Communication Training Needs to Create Effective Solutions**

Innovative entrepreneur focused on training in business communication. Set short- and long-term goals using sound corporate and educational business practices, achieving results. Collaborate within diverse settings and teams, F2F or virtually, making messaging and processes simple and easily understood. Design and implement tools to increase communication productivity and business success, exceeding requirements and expectations.

### **EDUCATION**

- **Doctor of Philosophy (PhD)**, Language, Literacy, and Rhetoric, University of Illinois at Chicago, Chicago, IL
- **Master of Arts (MA)**, Teaching of English, University of Illinois at Chicago, Chicago, IL
- **Master of Science (MS)**, Human and Community Services Administration, George Williams College, Downers Grove, IL
- **Bachelor of Arts (BA)**, English Composition, Indiana University, Indianapolis, IN

### **PROFESSIONAL EXPERIENCE**

**MOXIEWORKS, LLC**, Downers Grove, IL

**2017 – Present**

#### **Co-Founder, Director of Product Development**

- Co-conceive business concept, plan, mission, vision, values, and marketing strategies.
- Co-manage all aspects of strategic development and business operations.
- Co-design and develop all educational products and training services.
- Oversee quality control for web content and published documents and materials.
- Create content for eCommerce website, blogs, and major publications.

**DEVRY UNIVERSITY**, Downers Grove, IL

**2000 – 2016**

#### **Professor**

2013 – 2016

- Supported and evaluated student learning, positively impacting success.
- Assisted with course/program development and updates, creating effective learning solutions.
- Collaborated with faculty and administration, developing and meeting institutional objectives.

#### **Administrator**

2000 – 2012

- Developed and delivered effective messaging, ensuring clear communication to stakeholders.
- Oversaw 80 courses in liberal arts and sciences, maintaining quality and relevance.
- Collaborated interdepartmentally, creating and distributing information to various audiences.

- Supervised course and product development, fully supporting university-wide initiatives.
- Orchestrated collaboration among faculty and administrators, ensuring quality in course delivery.

## **ADDITIONAL RELEVANT EXPERIENCE**

**YMCA OF NAPERVILLE**, Naperville, IL

**1985 – 1986**

**Director**, Youth and Family Services

- Administered youth programs, meeting goals for staff and program delivery.
- Developed programmatic and marketing materials, ensuring clear messaging strategies.
- Interviewed and hired staff, assuring competency in leadership and program management.

## **PUBLICATIONS & PRESENTATIONS**

- Co-Author, *The Writer's Handbook for College and Career*, Longman, 2010
- Co-Author, *The Learning Commitment*, DVU Press, 2007
- Speaker, Commencement Ceremony, DeVry University, Indianapolis Campus, 2012
- Presenter, 14 Conference Sessions, Association for Business Communication, 2000 – 2010
- Speaker, Award Ceremony, Beta Gamma Sigma, DeVry Addison, 2009

## **PROFESSIONAL ACTIVITIES**

- Association for Business Communication, 2000 – Present
  - Chair, Undergraduate Studies Committee, 2016
  - Member, Student Awards Committee, 2003 – 2005
  - Proceedings Editor, 2009 – 2011
- American Association of University Women, 1992 – Present
  - Member, 1992 – Present
  - Branch Past President, 2011 – 2013
  - Education Co-Chair, 2004 – 2010