

Alan M. Berks

thirst@alanberks.com
3325 17th Avenue South
Minneapolis, MN 55407
(612)423-6335

EXPERIENCE:

August 2004 – June
2006

Assistant Professor

St. Cloud State University (St. Cloud, MN)

- taught courses in research, narrative, creative, and business writing
- guided analysis, research and invention in all types of writing, including analytical business reports, business plans and press releases
- designed and implemented lesson plans and hands-on exercises to illuminate grammar, style, substance, consistency, and logic and rhetoric issues
- wrote professional development plans and reports and participated in general administration of English department through committee assignments and departmental meetings.

November 1992 –
Present

Freelance Writer/ Editor

- wrote business plans and investment proposals on behalf of a wide range of commercial enterprises. Clients included computer-oriented, *User Friendly*, real estate start-up, *Helman-Douglas*, and others.
- edited articles, dissertations, and public relations materials for individuals including MBA students at Stanford, Columbia, and Wharton and small business owners
- coached students and independent professionals in basic writing skills

May 2003 - August
2003

Consultant

SUCCEED Consulting (Chicago, IL)

- created data collection protocols — including surveys and large and small interview questions — for four month project evaluating two new Chicago Public School programs designed to implement large-scale change throughout the system
- facilitated individual interviews with administrative personnel, including the head of professional development, and focus groups interviews with new teachers, new teacher mentors and reading specialists
- researched national reading standards and current research in successful new teacher induction

December 2000 – July
2001

Production Editor

San Francisco Examiner (San Francisco, CA)

- wrote feature articles, editorials and daily column summarizing the news and what it meant to our readers
- edited world, local, business and science articles for grammar and style. Wrote headlines and summaries.
- originated, customized, and initiated daily “Infocus” section on pages 2 and 3
- designed front, inside and business pages of the news section

August 1998 – May
2000

Adjunct Faculty: Lecturer

Arizona State University (Tempe, AZ)

Loyola University, Harold Washington College and Columbia College (Chicago, IL)

August 2001 – May
2003

- taught courses in research, narrative, creative, and business writing; also taught basic public speaking
- led Computer-Assisted as well as Service Learning Classrooms

AWARDS AND HONORS:

Nominee, Best Solo Performance, New York Innovative Theater Awards, 2006
Winner, Jerome Fellowship, Playwright’s Center of Minneapolis, 2003-2004
Commission, Guthrie Theater, One-Act Plays for Minnesota High School Students, 2003-2004
Winner, Festival of Emerging American Theater, Phoenix Theater, Indianapolis, IN, 2002
Finalist, Princess Grace Award, Princess Grace Foundation, 2000
Best New Playwright, *The Arizona Republic*, 1999-2000

EDUCATION:

Columbia University (New York, NY)

Bachelor of Arts, May 1994

Major: English, Dean’s List, 1991-1994

Arizona State University (Tempe, AZ)

Master of Fine Arts, May 2000

RELATED SKILLS AND ACTIVITIES:

Computer skills: Adobe Indesign, WordPerfect, MS Word, Excel, Quark Express, Powerpoint, Pagemaker, Filemaker Pro, Harris Newsmaker, Harris Jazzbox. *Typing:* 75 wpm. *Copyediting.* *Page Layout.*