

# Thomas M. Knarr

97 Hill Street  
P.O. Box 221  
Milroy, PA 17063  
[tmk17@psu.edu](mailto:tmk17@psu.edu)

---

(814) 865-6900 (W)

(717) 667-3670 (H)

## Experience

*September 2006-present*

### **The Pennsylvania State University, University Park, PA — Lecturer/Writing Coach**

Responsible for teaching various courses within the Department of Health Policy and Administration (HPA), including the HPA major's writing intensive courses; also responsible for serving as the department's writing coach, which involves selecting and guiding undergraduate peer tutors, meeting one-on-one with HPA students from all levels of study, and providing writing instruction as a guest lecturer in other HPA classes. Other duties include:

- Assisting research faculty and graduate students with articles and other written research
- Instructing students on proper research methods
- Lecturing on employment communication strategies
- Advising and assisting the department's alumni affiliate group with public relations efforts, newsletters, and other promotional materials

*August 2012-present*

### **The Pennsylvania State University, University Park, PA — Lecturer**

Responsible for teaching one or two English Rhetoric and Composition courses each year, as well as planning lessons and assignments and meeting with students to discuss course performances and offer guidance to improve their writing abilities.

*August 1999-February 2007*

### **South Hills School of Business & Technology, State College, PA — Instructor**

Responsible for serving as an advisor and instructor for students attending this post-secondary career school. Also responsible for producing lesson plans, projects, handouts, tests, quizzes, and assignments for the following courses:

- English I, II, III
- Business English
- English Composition
- Editing and Proofreading
- Desktop Publishing (InDesign)
- Technical Writing (Health majors)
- Speech
- Human Relations
- Job Search Skills

*August 1999-August 2004*

### **South Hills School of Business & Technology, State College, PA — Admissions Representative/Public Relations Consultant**

Responsible for visiting high school classrooms and career fairs informing prospective students of programs offered at South Hills. Produced, designed, wrote, and edited yearly "View" book for the school.

*November 1998-December 1999*

### **The Sentinel, Lewistown, PA — Managing Editor**

Responsible for managing newsroom staff of 20, including news, sports, and photography departments. Also responsible for weekly budget and planning meetings. Duties included hiring and supervising newsroom staff, ensuring that deadlines were met, editing and proofreading stories and page layouts, assigning stories and special projects, and advising reporters and page editors.

*November 1995-November 1998*

**Outdoor Times Publications, Altoona, PA — Editor**

Responsible for editing, designing, and assigning content for Pennsylvania and New York editions of Outdoor Times, a hunting and fishing publication covering most of the northern East Coast. Also responsible for managing staff editors, freelance writers, and photographers. Produced the monthly publications using QuarkXpress, Adobe Photoshop, and Adobe Illustrator software.

*September 1987-November 1995*

**The Sentinel, Lewistown, PA — News Editor, Reporter, and Photographer**

Responsible for layout and design of daily newspaper using QuarkXpress software and serving as second-in-command of newsroom staff. Prior to these duties, served as a reporter, covering the police and court beats.

## Education

*May 2007-May 2011*

**The Pennsylvania State University, University Park, PA**

Master of Education, GPA 3.94/4.0

**Master's paper:** "Low Health Literacy: A Critical Review of the Literature and the Impact on Society and Public Health with Recommendations for Change"

*August 1983-December 1987*

**The Pennsylvania State University, University Park, PA**

Bachelor of Arts in Print Journalism

## Service/Workshops

**Penn State Department of Health Policy and Administration**

Present 2- to 3-hour research and writing workshops to incoming graduate students (Ph.D., M.S., and M.H.A.) during orientation week

**The Delta Program/State College Virtual School**

Provide guest lectures to high school students on resume writing techniques

**Pennsylvania Facilities Managers Association**

Present three workshops (on a yearly rotating basis) at PFMA's annual Managers' Seminar focusing on technical writing, readability, mechanics, and style; additionally, teach a technical report writing short course for PFMA's Effective Facility Management training program

**Penn State Human Resource Development Center**

Teach technical writing classes to university employees

**Downtown Lewistown Inc. Board Member**

Served on board and promotions committee committed to revitalizing downtown Lewistown through the state Main Street program. Helped to produce brochure and logo for the organization, as well as helped to spearhead ideas and events to benefit the downtown area

## Achievements

**Keystone Press Awards from the Pennsylvania Newspaper Association**

First place for feature writing, first place for news photography, and first place for investigative reporting

**Mothers Against Drunk Driving**

Community Service Award