

Lucille “Sia” Achica

Henderson, Nevada | 89011

Worked as a Development Specialist in Graduate Writing for the past five years and in higher education for over ten years. Part of a team providing student support/graduate support services; focus is in working with graduate students through document review/proofreading and developmental editing, while identifying writing issues/error trends and providing examples for corrections. Research interests in Humanities; experienced in advising students and student groups. Worked in the public transportation industry, customer service, food and beverage industry, entertainment and retail/sales, as well as having volunteer experience in Hawaii and American Samoa. Enhanced people skills, including clear and respectful communication skills and customer care.

Experience

Aug 2016 – Present

Development Specialist – Graduate Writing, Office of Research & Graduate Studies, University of the Incarnate Word

Successful student support service provider responsible for delivering face-to-face and online writing assistance to graduate students; work with students to review all graduate writing, including research proposals, internship essays, statements of interests, theses and dissertations; aid students with developing and strengthening writing skills and with formatting APA, MLA, AMA; and effectively assist in setting up website and online tools for scheduling and appointments; collect and extract data from website to compose weekly, monthly, semester or annual reports, participate in/assist with student orientation, and graduate workshops; assist with outreach in support of the Office of Research & Graduate Services; prepare and present writing workshops to graduate students in seminars, workshops and Zoom meetings; edit department documents as assigned/requested; attend professional development opportunities, trainings, meetings, seminars/conferences, department events and student support events; perform in any other capacity that supports the department, university and students.

Jan 2014 – May 2016

Lecturer, University of Hawaii – West Oahu

Taught assigned online and face-to-face classes for Pacific Studies Department according to general syllabus. Researched, developed and prepared supplemental course materials for classes/syllabi, including Pacific Studies videos/supplemental readings and guest speakers. Created appropriate assignments and quizzes aligned with course objectives and course outcomes. Held office hours and met with students regarding make up tests, missing assignments, advising sessions and for general student concerns. Maintained office hours, attended meetings, professional development for effective teaching/training and other professional development workshops, and effectively communicated with colleagues and supervisors to ensure student success.

Jan 2010 – Jul 2013

Adjunct Instructor, Samoan Studies Institute, American Samoa Community College

Taught assigned courses for Samoan/Pacific Studies Department, Samoan Studies Institute and Developmental English. Researched, developed and prepared course syllabi, supplemental course materials for assigned courses. Assisted and advised students with course content, assignments, writing. Attended faculty professional development, division and college meetings and other training/workshops. Served on assessment committees and participated in WASC accreditation meetings. Assisted with other duties/tasks and assignments related to student, instructional & institutional success.

Dec 2010 – Jul 2013

Researcher/English Translator, Samoan Studies Institute, American Samoa Community College

Effective research team member for the College's Samoan Studies Institute responsible for English translations and English writing. Assisted with grant writing for the division and served as an advisor for students in Samoan Studies Institute's student association as an advisor, cultural dance instructor and volunteer English writing tutor. Assisted the department Director, staff and faculty with ongoing community extension projects and other duties as assigned. Edited, transcribed and proofread research writing, department documents. Transcribed Samoan and English interviews as assigned and wrote English captions for videos on Samoan oral history series. Participated in other duties that supported the College's Samoan Studies Institute and students.

Mar 2010 – Dec 2010

***Coordinator/Lead English Tutor, English Writing - Learning Center,
American Samoa Community College***

Successfully identified and pressed the need for English tutoring services as an Adjunct Instructor. This led to an assignment to develop and provide English writing tutoring for the entire student body. Effectively collected data and established basic English writing assistance in the tutoring lab. Launched and successfully implemented the college's pilot English writing tutoring project. Created and disseminated fliers, emails and other announcements for the program and researched and collected supplemental materials for tutoring and referring. Recruited and trained student tutors, served as lead tutor and gathered data, wrote reports and presented findings in large audiences consisting of ASCC administrators, faculty and staff during WASC accreditation preparations.

Sep 2009 – Jun 2010

***Archaeologist's Assistant, Samoan Studies Institute, American Samoa
Community College***

Assisted the College's Archaeologist in coordinating, planning, implementing and reporting/writing Archaeological studies with the American Samoa Division of National Parks. Accompanied the Archaeologists and students on field trips, site visits and field work. Organized artefacts in lab and supervised students assigned to cleaning and documenting artefacts. Served as Teaching Assistant for the Anthropology 153 (Intro to Archaeology) course and taught class in the absence of the Archaeologist. Assisted Archaeologist in editing/proofreading articles for academic journals and performed other duties for the Samoan Studies Institute as assigned.

Education

Dec 2008

***Master of Arts in Humanities/Pacific Islands Studies (focus on Samoan
Studies), University of Hawai'i – Manoa***

May 2006

***Bachelor of Arts in Humanities/Pacific Islands Studies, University of
Hawai'i – West Oahu***

Skills

- 20+ years of customer service
- Effective communication skills
- Proofreading, editing, research writing
- General MS Word, PPT, some EXCEL
- Operate general office machines
- Familiar with APA, MLA styles
- Initiative, multitasking, self-directed
- Report writing, presentations
- College level teaching
- Work from home/remote experience
- Detail-oriented, collaborative skills
- Retail sales experience
- Flexible, empathetic, accommodating
- Clear, pleasant, email and in-person communication with team members, public and other colleagues
- Prioritizing, meeting deadlines individually or as a team member
- Grant writing/grant-related research

Community & Volunteer Activities

April 2022 - Present

Volunteer grant writer/Assistant grant writer (remote)

Leleiga o Aiga (LOA) – a Hawaii-based community non-profit for the awareness, promotion and advancement of Samoan and Pacific Islanders in the US.

Fall 2013 – Spring 2014

Cultural Dance Instructor

Le Fetuao Samoan Language School – a non-profit community cultural language school for the preservation of the Samoan language in Hawai'i.

Fall 2010 – July 2013

Co-Advisor & Assistant Dance Instructor

Students Association for Fa'asamoa of the Samoan Studies Institute – a cultural and performing arts student group of the American Samoa Community College.

Summer 2012

Students Association for Faasamoa

Co-Advisor, Assistant Dance Instructor, Chaperone for 11th Festival of Pacific Arts to the Solomon Islands and Fiji.

Spring 2011 – July 2013

Volunteer English Writing Tutor

Assist all students enrolled in Samoan/Pacific Studies courses seeking assistance with English writing, as well as other students of the American Samoa Community College.

April 2006 - July 2009

Volunteer Cultural Performer/Community Service Participant

Active member of the Samoan performing arts club & non-profit civic organization, the United Samoan Organization of Hawaii (USOH) in Honolulu, Hawaii.

Fall 2008—Spring 2009

Non-voting community member of the Pan Pacific Association.

January 2009

Moderator for the “Samoan college students & graduates” section, committee member, community liaison, assistant researcher/writer for end of conference report for the first “Samoa Ala Mai” Conference held at the University of Hawaii - West Oahu campus.

Spring 2008

Graduate student volunteer, usher & lunch server at the first “Micronesian Voices” Conference held at the University of Hawaii – Manoa.

May 2007

*Graduate Student Rep for Search Committee– University of Hawaii - West Oahu
Student representative/committee member during the interview process/search for a new Professor of Hawaiian/Pacific Islands Studies at the West Oahu campus of UH.*

Spring 2006

Co-Presenter: “Le Malu a Tama'ita'i Samoa: The Samoan Female Tattoo's Historical Significance” at the Pacific Women’s Symposium on Culture & Health

Spring 2006

Samoan cultural exhibition & performance for the West Oahu Ho’olaulea/Cultural Day at the University of Hawaii – West Oahu old campus.

Fall 2005

Samoan cultural exhibition & performance at the Ho'olaulea/Cultural Celebration held at Leeward Community College.