

Reginald Nash

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SKILLS

- Software: WordPress, Scrivener, Adobe Creative Cloud (Premiere Pro, Photoshop, InDesign) Canva, Crowdfire, HootSuite, Buffer, Advanced Excel, Word, PowerPoint, Visio
- Consistently teaches up to 4 freshmen composition courses and performs well on teaching evaluations
- Created Paid Facebook Marketing Campaigns as well as marketing on Instagram, Twitter, and LinkedIn
- Experience with web design on digital platforms such as WordPress and Medium
- Serving as Regional Director of Black Men Who Blog LLC, a national blogging organization

EDUCATION

University of Dallas

Master of Humanities specializing in English

May 2016

- Focused on writing and rhetoric

Texas Christian University

Bachelor of Arts, English

May 2008

- Courses with Copywriting Emphasis: Technical Writing and Document Design

TEACHING EXPERIENCE

September 2018 to Present: Adjunct English Instructor, Dallas County Community College – Responsible for ensuring students learn proper writing techniques and grammar and also are capable of composing clear, concise, and technically correct essays and papers.

- Create effective learning plans in line with the requirements of the Department of English
- Provides students with a written course syllabus that includes items specified by the college
- Participates in the evaluation of the instructional process and uses innovative strategies to improve learning
- Designed Blackboard course home to engage learners, and made use of services like Turnitin
- Enabled mastery of content by focusing on areas where students struggle and providing additional resources
- Created and delivered visually interesting and engaging lesson plans
- Focused on improving grammar and writing composition skills

October 2010 to September 2011 and September 2015 to Present: Adjunct English Instructor, Tarrant County Community College – Responsible for ensuring students learn proper writing techniques and grammar and also are capable of composing clear, concise, and technically correct essays and papers.

- Create effective learning plans based on the direction of the class and the deficiencies of the students
- Participate in development and support of their discipline by recommending books and materials
- Performs professional activities and assumes professional responsibilities as agreed upon with the dean
- Uses knowledge of diverse communities and learning styles and has the ability to incorporate diversity of delivery
- Created lessons using various multimedia assets and encouraged online social engagement
- Designed Blackboard course home to engage learners, manage lessons, and external assessment platforms
- Enabled mastery of content by focusing on areas where students struggle and providing additional resources
- Created and delivered visually interesting and engaging lesson plans
- Focused on rhetoric and writing composition skills

September 2016 to Present: Adjunct English Instructor, Collin County Community College – Responsible for providing students with the necessary English Composition skills to be successful in college and beyond.

- Developed and delivered comprehensive lesson plans to students in English Composition I
- Leveraged full range of Canvas LMS's features and functions to maximize the learning effectiveness
- Encouraged interaction and collaboration through the use of discussion board assignments
- Focused on improving rhetoric and writing composition skills
- Used multiple instructional sources to design and implement a curriculum that is nearly all digital

PROFESSIONAL EXPERIENCE

March 2017 to Present: Creator / Editor / Writer, Rags & Pieces Magazine – Creator, editor, and contributor for “Rags & Pieces Magazine” a personal blog and digital magazine focused on personal growth, lifestyle and fashion. Managed all content creation and marketing of the magazine’s website and social media accounts.

- Attracted over 20,000 views to the website by creating engaging content with visual appeal across all platforms
- Created the digital magazine through successful use of Adobe InDesign, Premier Pro and Photoshop
- Managed a team of writers for “Creative Conduct” an online publication on Medium and provided them with the technological expertise and marketing strategy to deliver a successful digital product to their audiences and the digital publication’s readers
- Obtained a following of over 28,000 people across multiple platforms through captivating writing and a focus on creating the best digital experience for visitors

September 2015 to Present: Financial Accounting Lead Analyst VP, Citi Bank – Responsible for the Governance and Oversight of Global Balance Sheet accounts for assigned regions and managing the centralization and standardization of the accounts.

- Designed and delivered training materials for implementation of a shared productivity software product
- Drafted and reviewed accounting guidelines and reconciliation procedures related to Balance Sheet accounts
- Managed the cross-business centralization and realignment efforts for the Global BSS Group
- Developed process flows for the Retail Banking Operations substantiation processes and risk identification
- Ensure controls for reconciliations are in compliance with internal and external requirements
- Developed reporting and process for the identification and resolution of aged unreconciled account balances

September 2014 to September 2015: Business Analyst IV AVP, JPMorgan Chase Bank – Responsible for creation of process and procedures for assigned teams within Chase Home Finance. Developed governance for departments within Chase Default Reconciliation to ensure compliance with Government regulations.

- Created numerous training materials and process flows through use of Technical Writing expertise
- Reduced frequency and scope of billing errors and company losses by implementing improved processes and procedures which have resulted in QA scores of 99.91% or higher since September 2014
- Developed a process to systematically update loans en mass to ensure correct fees are being charged
- Completed all projects in a timely manner through the effective management of cross-functional teams
- Developed a QA process to identify discrepancies between the system of record and the Default Fee Matrix
- Developed comprehensive performance standards and presented to senior leadership for approval
- Evaluate the effectiveness of vendors through manipulation and analysis of large amounts of data in Excel

July 2012 to September 2014: Financial Operations Manager I AVP, JPMorgan Chase Bank – Formulate and transform policies and processes for the Corporate Account Reconciliations group to ensure alignment with division’s strategic plan. Lead, manage and develop managers to deliver results consistent with business needs.

- Developed a staff of three managers with 15 direct reports across three separate teams.
- Ensure compliance is continually met by providing consistent coaching and development of team members
- Designed a comprehensive document to track the progression of reconciliations through the pipeline
- Managed staff productivity by ensuring performance standards are understood and aligned with business goals

August 2008 to July 2012: Financial Operations Unit Manager (Corporate Account Reconciliations), JPMorgan Chase Bank – Managed lead analysts who work with assigned lines of business to design appropriate controls for operational risks, processes and activities. Led analysts in the reconciliation of the Corporate General Ledger of accounts appropriately and apply funds accordingly.

- Improved the production of the Quality team by 200% by streamlining the Reconciliation and corporate advance transaction posting process
- Eliminated backlog by re-engineering and implementing more efficient processes
- Employed technical writing skills to design and develop curriculum used to train all analysts on the improved Reconciliation process
- Reduced exception inventory by creating a team of high-skilled, cross functional research analysts
- Completed project to migrate training documentation to web based system on time and under budget

