

Leatha Simmons Mitchell

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Objective

To use my writing and organizational skills on challenging assignments.

Writing Capabilities

I have authored/edited/crafted a variety of materials including proposals, speeches, talking points, biosketches, theses, technical articles, creative biosketches, curriculum vitae, obituaries for prominent engineering educators, nominations for awards, advertisements, prospectuses, art discussion/criticism and web page materials. I have also designed posters, brochures, fund-raising material and other documents. In the past, I have performed writing/editorial services for consulting firms and individuals. Published works are cited below. Major freelance focus is on editing, art interpretation and assisting other artists shape their literary efforts. Writing samples are available.

Skills

- Organizing diverse, eclectic materials into a meaningful, coherent whole. Ability to bring laser-like focus to complex tasks or materials requiring integration or synthesis. Provide positive criticism to enhance design/projects.
- Special events planner: dedications (sculpture, laboratories and building), faculty and staff retreats, academic accreditation visits, advisory council meetings, corporate visits to academia and seminars.
- Flexibility. Ability to work independently or as a team member.
- Ghostwriting: speeches and articles.

Major Accomplishments

- Edited technical publications for the professor with greatest number of refereed/scholarly publications (over 170) in the Division of Academic Affairs, Howard University. 1987-2004.
- Edited/restructured 1993 ECSEL coalition proposal that won one of the 41 ARPA Technology Reinvestment Grants awarded by the White House (teams from more than 12,000 organizations competed for the grants).
- Prepared accreditation documents and coordinated accreditation visits for four accreditation cycles.
- Chief editor (1989 and 1990) of two major proposals funded by National Science Foundation, each for a period of ten years.
- School's publications cited by Dupont, Inc., for their clarity-1977-1980.
- Coordinated a juried sculpture competition financed by Exxon Education Foundation-1978. Responsible for coordinating all aspects, including judging and arranging for installation. Sculptor selected: Elizabeth Catlett, internationally recognized sculptor and artist.
- Organized a two-year series of seminars on technology and development in third world countries. School's involvement led to the development of several proposals and development outreach- 1972-73.

Publications

- Leatha Simmons Mitchell, "Working Roots with Style(s)," *The International Review of African American Art*, Vol. 20, #4, 2006, pp. 15-19
- _____, "The Heart and Soul of Jonathan Knight," Brochure for the Exhibition: "Inspirations from Nature: New and Revisited," April 27-June 8, 2003, The Albrecht-Kemper Museum of Art, St. Joseph, Missouri.
- _____ "Andrew Wyeth, Magical Voyeur," *The International Review of African American Art*, Vol. 17, #4, 2001, pp. 58-59.
- _____ "Something's Lost in Living Every Day" in *Tenderheaded: A Comb-Bending Collection of Hair Stories*, eds. Juliette Harris and Pamela Johnson. New York: Pocket Books, a division of Simon & Schuster, Inc. 2001.
- _____ "Farewell, Malik, Until We Meet Again," *The International Review of African American Art*, Vol. 17, #2, 2000, pp. 45-46
- _____ "Concealed Warrior," *The International Review of African American Art*, Vol. 17, #1, 2000, pp. 45-46.
- _____ "Introduction," *The Creativity of Jonathan Knight: A Visual Dialogue*. Scottsdale, Arizona: International Graphics, 1998 (Standard Edition: ISBN 1-889741-49-3; Limited Edition: ISBN 1-889741-48-5).
- _____, "Grief Recycled," *International Review of African American Art*, Vol. 15, No. 2, 1998, pp. 3-17.
- _____, "Fresh Paint! National Scene-Part II," *International Review of African American Art*, Vol. 14, No.1, 1997, pp. 14-28.
- _____, "Before/During/After the Flood/Middle Passage/Conflagration," *International Review of African American Art*, Vol. 14, No. 2, 1997, p. 61.
- _____, "Fresh Paint! National Scene-Part I," *International Review of African American Art*, Vol. 13, No. 4, 1997, pp. 2-18.
- _____, (also James H. Johnson, Jr.), "A Woman's Place May Be in Engineering," *Impacting Change through Collaboration*, pp.337-442. 1997 *WEPAN/NAMEPA Joint National Conference Proceedings* (Susan Staffin Metz, ed.), Washington, D.C., March 8-11, 1997.
- _____, editor, *MATRIX* (Engineering Alumni Newsletter). Issues: Winter/Spring and Summer Fall - 1997 - 2005. College of Engineering, Architecture and Computer Sciences, Howard University, Washington, D.C.
- _____, editor, *ECSEL News and Dates* (newsletter for the Engineering Coalition of Schools: CCNY, Howard, MIT, Morgan State, Penn State, U. of Maryland and U. of Washington) Issues: Fall-Winter 1994/Vol. 4/No.3, Summer/Fall-1994, Vol. 4, No. 2, Spring-Summer 1994/Vol. 4,/No. 1, Summer-Fall 1993/ Vol. 3/ No. 3, Winter 92-Spring 1993/Vol. 3/No. 1, Fall-Winter 1992/Vol. 2/No. 3, Fall-Winter 1991/Vol. 1/ No.4, Summer 1991/Vol. 1/ No. 3, Spring 1991, Vol. 1/No. 2, Fall 1990, Vol. 1. /No. 1. School of Engineering, Howard University, Washington, D.C.
- _____ "New Wine in Old Bottles--A Retrospective on the Council of Engineering Deans," *U.S. Black Engineer*, Conference Edition, 1988, pp. 26-30.
- _____, "What Black Engineers Can Give to the Community," *NSBE Journal*, Vol. 2, No. 3, 1987, pp. 24-30.
- _____, "Engineers in Government: Working in the Public Sector." *NSBE Journal*, Vol. 1, No. 2, Dec.'85/Jan '86, (lead article), pp.20-30.
- _____, "Robotics and CAD/CAM in the Mechanical Engineering Department," *Howard Engineer*, Fall 1987.
- _____, (editor), 75th Anniversary Engineering Alumni Mobilization and Homecoming Conference, pp. 22-39. In *Howard Engineer*, Vol. 50, No. 2, Spring 1986.
- _____, (writer and editor), "Twenty-Fifth Annual Report, The Howard

University Chapter of Sigma Xi, The Scientific Research Society of North America," May 6, 1982, Howard University, Washington, D.C. 20059.

- _____, "Peasant Paintings from Huhsien County of the People's Republic of China," *IAH NEWS*- Vol. 4, No.2, Winter 1978/79. The Institute for the Arts and Humanities (now-defunct), Howard University, Washington, D.C.
- _____, "Toni Morrison, My Mother, and Me," *In the Memory and Spirit of Frances, Zora and Lorraine: Essays and Interviews on Black Women and Writing*, (Juliette Bowles, editor), 1979. Published by: Institute for the Arts and the Humanities, Howard University, Washington, D.C.
- _____, "The Cycle of Pain, the Suppressed Shrieks," *IAH NEWS*, Vol. 3. No. 2, Spring 1978. Institute for the Arts and the Humanities, Howard University, Washington, D.C.
- _____, "Migrations," *IAH NEWS*, Vol. 4, No.2, Winter 1978/79. The Institute for the Arts and Humanities, Howard University, Washington, D.C.
- Leatha S. Henson, editor, *Seminar Series: Technology and Development, Volume I, 1972-73 Seminar Series*, May 30, 1974. Report of U.S.A.I.D. Grant csd-3622.
- _____, *Seminar Series: Technology and Development, Volume II, 1972-73 Seminar Series*, May 30, 1974. Report of U.S.A.I.D. Grant csd-3622.

Employment

Retired from last position. Editor, College of Engineering, Architecture and Computer Sciences, Howard University, Washington, D.C.

Primary responsibility was writing, creating, designing and producing materials for diverse internal and external audiences. Products included brochures, speeches, newsletters, capability statements, public information announcements, press releases, advertisements; and accreditation, annual and special reports as well as other publications. Edited proposals and student theses (electrical engineering, theology and environmental) and provided copy for web pages. In addition, edited technical manuscripts on topics in electrical engineering: voltage collapse, artificial intelligence and deregulation.

- Research assistant, International Research and Technology, Inc., Washington, D.C.
- Public relations assistant for the American Freedom from Hunger Foundation (AFHF) of Washington, D.C., a now-defunct affiliate of the Food and Agricultural Organization of the United Nations. AFHF organized the first walks against hunger held in the United States which were modeled on British OXFAM's walks and returned 80 percent of the proceeds to development projects --digging wells, purchasing livestock and grain, etc.
- Secretary to the special assistant, Office of the Under Secretary for Politico-Military Affairs, U.S. Department of State, Washington, D.C.
- Secretary, Bureau of European Affairs/NATO, Department of State, Washington, D.C.
- Administrative assistant to the director for Peace Corps/Nigeria. Lagos, Nigeria (900+ volunteer contingent).
- Secretary, Personnel Research Branch, United States Air Force. Washington, D.C.
- Personnel Specialist-Officer Records (Enlisted), Eglin, AFB, Florida. USAF.

Other

- Member, Advisory Committee for the Center for Energy Systems and Control, Howard University, 1986-2005.
- Sunday School Teacher, Teen Group, Good Shepherd Episcopal Church, 1976-1999.
- Honorable Discharge, USAF, 1958.
- Reiki Master and Teacher
- Taught writing course for high school students in the 1999 summer program of the Transportation Institute, Howard University.

Education

- Corcoran School of Art (George Washington University), evenings, 1967-69.
- American Stenotype Institute, Washington, D.C, 1966-67.
- George Washington University, evenings, 1964-65.
- Personnel School, Scott AFB, six months, 1956.

Relevant Courses

- Kripalu Institute, New York, October: Workshops: "Painting from the Source" (Aviva Gold), "Writing from the Heart " (Nancy Aronie)
- Smithsonian Magazine Publishing Course, Certificate, 1990.
- Proposal Writing, Chatauqua Institute; Chinese Brush Painting, New York. 1994
- Courses Through Howard University Leadership Academy: Critical Thinking; Achieving Outstanding Customer Service; Sexual Harassment; Personnel Evaluation; History of Howard University.