

Alissa Rae Funderburk

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Education

Graduate School of Arts and Sciences
Columbia University, New York
Masters of Arts in Oral History, October 2019
OHMA Communications Fellow

Columbia College
Columbia University, New York
Bachelor of Arts in Anthropology, May 2012
John W. Kluge Scholar

Professional Experience

Margaret Walker Center, Jackson State University, Jackson, MS 2020 to present

Oral Historian responsible for digitizing and maintaining existing oral history archive and updating Center protocols to match current best practices in the field. Conduct new oral history interviews and make all collections accessible to the community through the creation of exhibitions and public programming.

Freelance Oral Historian, Jersey City, NJ 2019

Interviewer subcontracted by Night Kitchen Interactive to interview Jersey City residents for a community oral history exhibit commissioned by the Jersey City Office of Cultural Affairs for the landmark Van Wagenen House.

Double Discovery Center, Columbia University, New York, NY 2019

Instructor designing and implementing a custom curriculum for teaching oral history theory and methodology to New York City public school 9th and 10th graders as part of a five week summer resident program and after-school program designed to prepare students for college produced by the Roger Lehecka Double Discovery Center at Columbia University.

Columbia Life Histories Project, INCITE, New York, NY 2018-2020

Deputy Director & Lead Interviewer conducting oral history interviews with graduate students, professors, and administrators at Columbia University, as a step towards cultivating a more inclusive campus environment. Provides transcriptions, editing and analysis of interviews and assists in drafting of reports and proposals for furthering the projects. Attends meetings with various offices and administrators across the university to present research, answer questions and supply recommendations. Also represents the project at national and local conferences as well as other similar events.

Headmaster's Office, York Prep School, New York, NY 2013-2018

Executive Assistant, (2016-2018) Assisting the Headmaster and Associate Head of School by maintaining their calendars, drafting letters and fielding calls, as well as completing general office tasks. Also responsible for larger projects like school wide mailings and planning for events such as graduation, field days, and luncheons.

Website and Social Media Manager, (2014-2018) Creating and managing content for the school website and multiple social media platforms. Working closely with faculty, administration, and the PR firm on retainer to link the York Prep community to the greater NYC community, which includes attending and photographing school events and activities.

Administrative Assistant, (2013-2016) Assisted with updating Head's calendar and taking calls, as well as office tasks like filing and ordering supplies. Larger projects included maintaining a digital archive, editing the annual school newsletter, and handling school wide mailings.

Hope Church NYC, New York, NY 2013-2016

Tots & Kids Director for Roosevelt Island, (2016) Arranged a schedule of volunteers to assist in teaching the youth of Roosevelt Island during Sunday evening services. Created fun and engaging lesson plans using the Tru curriculum by David C. Cook. Taught students and empowered volunteers to make connections with the kids.

Kids Director of Astoria, (2013-2016) Scheduled volunteers, prepped lessons, planned family events, and improved communication between kids (kindergarten through fifth grade), their parents, and teachers.

Tots & Kids Director for Midtown, (2015-2016) Prepared and taught lessons to engage students aged 4-12.

University Hyundai, Decatur, Alabama 2012-2013

Receptionist answered calls, greeted visitors and provided customer service for those purchasing new or used vehicles. Sorted mail, maintained files, managed accounts payables and inventory, kept track of sales records and digitally updated deal logs.

Research Assistant for NYU PhD Candidate, Columbia University, New York, NY 2011-2012

Processed, transcribed, and analyzed over 20 audio files containing in-depth interviews conducted by an NYU student for his doctoral thesis. Participated in semi-weekly meetings with other research assistants to consolidate and discuss findings.

Columbia University Undergraduate Admissions Processing Center, New York, NY 2009-2012

Administrative Assistant responsible for opening, sorting and digitally indexing undergraduate applications and financial aid pieces. Helped in preparation and packaging of acceptance materials for all admitted students.

Staten Island Advance Newspaper in Education, Staten Island, NY Summer 2008

Staff writer for Newspaper in Education sponsored papers intended for use as teaching guides in Staten Island elementary schools. Wrote short articles about a variety of topics including history, geography, and earth science.

Reading Excellence and Discovery Foundation, Staten Island, NY 2007-2008

Tutor in daily one-to-one sessions for public school ESL kindergarten and first graders using a specialized reading curriculum.

Volunteer Activities

Hope Church NYC, Astoria, NY 2013-2019

Volunteer, assisted with yearly events such as food drives, Toys for Tots Christmas drives, handing out toiletries to the homeless and other charitable causes sponsored by the church.

Alumni Representative Committee, Columbia University, New York, NY 2012-2019

Alumni Interviewer conducted applicant interviews and submitted reports with recommendations to the Office of Admissions.

Multicultural Recruitment Committee, Columbia University, New York, NY 2008-2012

Co-Chair, (2011-2012) organized and managed an annual culture show, corresponded with prospective students and produced promotional materials for future applicants. *Student Intern, (2010-2011)* planned prospective student events and welcomed new students via phone call, online chat, and personalized postcards. *Event Coordinator, (2008-2010)* for diversity weekends.

Peace by P.E.A.C.E., Columbia University, New York, NY 2008-2009

Volunteer, taught conflict-resolution strategies to fifth graders in NYC public school classrooms.

National Museum of the American Indian Film Festival, New York, NY Spring 2009

Volunteer, assisted with set-up, managed green rooms, and signed-in filmmakers.

Museum of Modern Art Film Festival, New York, NY Spring 2009

Volunteer, managed guest lists, fielded questions, and directed guests through available events.

Presentations

October 2018 - 52nd Annual Meeting of the Oral History Association (OHA), Montreal, Quebec, Canada

February 2019 - Office of University Life's Task Force on Inclusion & Belonging General Meeting, Columbia University

April 2019 - Oral History in the Mid-Atlantic Region (OHMAR) Annual Conference, Monmouth University

October 2019 - 53rd Annual Meeting of the Oral History Association (OHA), Salt Lake City, Utah

August 2020 - Columbia OHMA Summer Workshop Series on Anti-Oppression and Oral History, Virtual

October 2020 - 54th Annual Meeting of the Oral History Association (OHA), Virtual

February 2021 - West Virginia University Social Justice Summit #2: Connecting Lived Experience to Action, Virtual

August 2021 - Association of African American Museums (AAAM) Annual Conference, Virtual

October 2021 - 55th Annual Meeting of the Oral History Association (OHA), Virtual