

Farzin Farzad, M.Ed.

HIGHER EDUCATION SPECIALIST



(972)8605613



ffarzad@dcccd.edu

PROFESSIONAL PROFILE

Passionate about helping individuals manage and progress through educational and leadership goals, and providing professional, personalized guidance to individuals. Over fifteen years of experience in the education field and management. Highly qualified to lead with a desire to apply people and problem solving skills, and have dedicated most of career towards understanding and working with the unique challenges faced by individual students. Experienced working with all age groups and skills levels, and able to easily apply versatile background to new challenges and roles.

WORK EXPERIENCE

Sr. Instructional Support Labs Director **Mountain View College | Dallas, TX | 2013-Present**

As the Sr. Instructional Support Labs Director I am responsible for planning, promoting, implementing, and supervising the activities for Instructional Support Labs, ESL/ESOL Labs, Supplemental Assistance Labs for distant learners, Texas Success Initiative Prep/ Boot-Camps.

- Designed and created TSI Boot-Camp resources for FTIC and general student body.
- Production and implementation of a new online tutoring.
- Manage the implementation of a new online database
- Administer the assigned yearly (500k) budget for the Instructional Support Labs
- Evaluate the timely performance of different teams working on project
- Ensure all programs were executed within established time
- Devised and delivered new employee training that successfully integrates the college's vision and mission.
- Supervise six full-time employees and twenty-to-forty part-time employees.

Evening Administrator **Mountain View College | Dallas, TX | 2013-Present**

Provide administrative oversight for campus during evening and weekend hours as designated.

ADJUNCT PROFESSOR Economics/Math **| Dallas, TX | 2000-Present**

Teach online and lecture Macro/ Micro Economics and Developmental Mathematics. Academically guide students through the transition of high school to college.

Write the exam questions and paper assignments, organizing the location of exams, and grading exams and papers.

Logic Instructor| Dallas, TX | 2013-2013

Prepare achieving middle and high school students with an interest in engineering, science, technology, and other mathematics-related areas and strengthens their potential for careers in these fields.

EDUCATION

M.Ed. Higher Education
University of North Texas at Dallas
Denton, Texas
January 2014

**Student of Arts & Sciences –
Master's Economics (Economic
Research) Major**
University of North Texas at Dallas
Denton, Texas
January 2018

**Bachelor of Business
Administration (BBA)**
Texas Tech University
Lubbock, Texas
May 1999

**Bachelor of
International
Economics**
Texas Tech University
Lubbock, Texas
May 1999

SKILLS

PROFESSIONAL
-Project Management
-Event Organization
-Curriculum Development
-Data Management
-Colleague System

TECHNICAL
-Microsoft Office
-Blackboard
-Estudias Data Management
-Camtasia 8
-MS Excel

Pre AP Mathematics Teacher DISD

| Dallas, TX | 2003-2012

Actively instructed students, created lesson plans, assigned and corrected homework, managed students in the classroom, communicated with parents and advised students in preparation for college.

Senior level program director "No Child Left Behind"

| Dallas, TX | 2010-2014

- Analyzed student data.
- Assist in project designs and making changes as needed
- Ensure all programs were executed within established time
- Provided supervision to team leaders and guidance for graduating high school students.
- Organized outreach programs.
- Demonstrated the importance of customer service to team leaders and employees.
- Supervised all related duties.

Internship, Research, and Presentations

-Collaborative Research with RAND Corporation (2015-2016)
-Chancellor's "Student Experience" research for development of DCCCD Network
-Presenter for Association of Colleges for Tutoring & Learning Assistance (ACTLA) (2016)
-Presenter for North Texas Community College Consortium (NTCCC) (2015/2017)
-Establishing/directing pilot program for online video database for Mountain View College

Awards

- Mountain View College President's Award 2017-2018
- Recipient of NISOD Excellence Award (2017)
- Innovation of the Year DCCCD/MOUNTAIN VIEW COLLEGE (2016)
- Honor Student UNT Graduate Program (2013)
- Bronze Metal Mathematic Olympiad Coach (2003)
- Most Outstanding Teacher (2003)

PERSONAL

-Fast learning
-Attentive to detail
-Able to work under pressure
-Innovative

CERTIFICATIONS

-Certified Quality Matters online course developer
-Math 8-12 Texas Certification