

Curriculum Vitae

Instructor's Name: Jane Pembe Berg
A.C.C.E.S.S. Office 972-238-6140 (adjunct faculty)
JaneB@dcccd.edu

Richland College
12800 Abrams Road
Dallas, TX 75243

Education

Texas Woman's University, Denton, TX
Bachelor of Science

Teaching Experience

Richland College, Dallas, TX
Instructor – TRVM 1300 1308, 1341

January 1995 – to Present

Certificates, Certifications & Other Qualifications

SABRE certification with American Airlines
CLIA cruise certification
Guest speaker, Richland College for TEMM program
Academic Advisor: Technical and Career specialties

Relevant Work Experience

Academic Advisor: Richland College, Dallas, Texas

2009 - Present

Provides general academic advising for Technical and Health Careers
Advises students to set academic and professional goals
Partners with students to achieve the highest academic standing

Instructor for TEMM program: Richland College, Dallas, Texas

TEMM program Instructor

January 1995 – 2011

Provides leadership and professional growth for diverse student population
Advises students to set academic and career goals
Successful in motivating students resulting in 95% class retention rate
Mentors and Counsels students for selection of careers for the TEMM program
Co-advisor for the TEMM program
Participates in variety of student development programs

I certify that statements made by me in this vitae are true, complete and correct.

Marketing Communications Specialist: Orthofix, McKinney, Texas

June 2004-July 2005

Managed, planned and coordinated trade show programs for distributors and subsidiaries in U.S and Latin America

Coordinated company participation at international trade shows, conferences and congresses

Organized and communicated with clients in support usage of products and training programs

Conducted effective meetings with internal teams

Program Administrator: PIMIT, Dallas, Texas

October 2000 – August 2003

Marketed and promoted educational programs for academic enhancement

Negotiated and executed letters of agreement with companies

Interfaced and served as liaison to companies, professionals, management, and vendors

Researched effective teaching practices for medical professionals and support staff

Negotiated contracts with vendors to ensure cost affectivity

Facilitated academic programs for multicultural professionals

Collaborated with educational committees to improve curricula

Maintained and provided documentation for review committee

Facilitated distance learning and video conferencing

Application Expertise

Microsoft Office Professional (PowerPoint, Excel, Outlook)

Blackboard Academic Suite

Datatel

Study Island Software

Worldwide web

Core Competencies / Professional Development

Languages: English, Turkish, Spanish, Greek, Armenian and Azeri Turkish

Intercultural Competency workshops

Cooperative Learning

Transferring to 4 Year Schools

Focus on Career Fields

Student Panel Discussion

Ethical Decision Webinar

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