

Curriculum Vitae

Melinda A Zeares
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Education

Texas A&M University, Commerce, TX
M.S. Education in Special Education
Summa Cum Laude

Bloomsburg State University, Bloomsburg, PA
B.S. Education in Elementary Education with minor in Mathematics
Magna Cum Laude

Certifications

Mathematics (6-12) Texas Educator Certificate
Secondary Computer Information Systems (6-12)) Texas Educator Certificate
Information Processing technologist) Texas Educator Certificate

Teaching Experience

El Centro Community College, Dallas, TX August 2013 - present
Dual Credit Instructor - BCIS 1405 Business Computer Applications
Designed lesson plans and overall structure for students to achieve learning outcomes for Business Computer Applications, integrated technology and administered all grades.

El Centro Community College, Dallas, TX January 2004 –2013
Adjunct Instructor – Developmental Mathematics 0066 – “Arithmetic Foundations for Algebra” ; DMAT 0090 – Pre Algebra; DMAT 0091 - Elementary Algebra; DMAT 0093 – Intermediate Algebra
Developed syllabus and overall structure, integrated technology, and administered all grades.

El Centro Community College, Dallas, TX August 2011 – present
Adjunct Instructor – EDUC 1300 Learning Frameworks
Developed syllabus and overall structure, integrated technology, and administered all grades.

Lassiter Early College High School at El Centro, 2004 - 2006 and 2007 -present
Developed syllabi and overall structure, integrated technology and administered all grades for Algebra I, Math Models, and Geometry. Provided extensive mentoring, tutoring and support to ensure success for younger than the normal beginning college students.

Kramer Elementary and N.W. Harlee Elementary Schools, Dallas, TX 1972 - 1998
Teacher Technologist and Computer teacher, K-6 classroom teacher, curriculum writer for district-wide K-6 mathematics and staff development associate for the mathematics department . Integrated technology into all subject areas and served all student populations including ESL, Gifted, Special Needs, and Early Literacy.

Professional Development

Harvard Business School Virtual University - 80 hours Integrated Marketing Management
ExecuTrain and PMI - 54 hours Project Management

DISD - 500 + hours of Technology, Software, Mathematics and Instructional Strategies training
Information Architecture Group - "Specifying Client Requirements"

Work Experience

HIGHER ED HOLDINGS, LLC, Dallas, Texas

2006 TO 2007

Instructional Designer / Project Editor / Managing Editor

Held responsibility for providing vision, leadership, and coordination in designing, developing, and delivering online and technology-enhanced instructional materials.

- **Instructional Design:** Performed analysis of content, target audience, job tasks and learner environment to identify appropriate instructional strategies and define learning objectives.
- **Managing Editor:** Led a multi-functional team of writers, professors, editors, graphic artists, and web designers to manage and oversee the entire development process for online curricular delivery. Reported to the Publisher.
- **Courseware Creation:** Hired, trained, and managed a team of writers to develop technology-enhanced lessons in mathematics and science. Emphasized a rigorous approach to research in all areas.

TEXAS INSTRUMENTS INCORPORATED, Dallas, Texas

1998 to 2004

Product Development Marketing Manager / Internet Market Analyst / Manager

Managed and supported the Calculator Division web presence and provided a central point of accountability to the business. Collected, analyzed, and communicated educator needs and market trends. Defined technology products to win in the education market because they both satisfied customer requirements and fulfilled on business strategic intent and financial objectives.

- **New Product Development:** Defined a wireless classroom network for graphing calculators by working closely with a team of teachers across the United States and Canada. Increased revenue by over \$2 million.
- **Improved Customer Focus:** Promoted a customer-centered culture within the organization by communicating the customer experience and educator needs across the business. Led a cross-functional team approach to classroom visits resulting in products more closely aligned to the market.
- **Streamlined Internet Content Management:** Directed cross-functional team to plan and execute the transition to a content management system and the complete redesign and migration of over 5000 pages of the web site. Supervised six web developers. Successfully compressed a 6-month development effort into 3 months.

ZEARES SERVICES, Dallas, Texas

1992 – 2000

Owner, Self-Employed Entrepreneur.

Provided various services including consultation and training for web site development

- **Website Management:** Developed and collaboratively managed a variety of web sites for small businesses, both domestic and international. Clients reported increased sales.
- **Integrated Internet Services Solution:** Provided an innovative integrated web services solution at a price that small businesses could afford.
- **Home Computer Installation and Training:** Provided consultation in purchasing a computer, software installation, and personalized training. Would also build a computer for a client and/or install hardware components or peripherals.
- **CATS – “Computer Adventures for Talented Students”** – conducted a summer camp in my home for young students (ages 6 to 11) to introduce them to BASIC programming and computer applications as well as strategy games. Built the computers to control costs.
- **HTML Writers Guild:** One of the first members of the HTML Writers Guild (1994) and listed as a “Guru” who could answer other member’s questions about HTML programming.

HARCOURT BRACE JOVANOVIĆ, Dallas, Texas

1985 – 1990

Mathematics Consultant

- **Increased Customer Satisfaction:** Provided hands-on training for the implementation of an effective mathematics program. Built an awareness of HBJ educational resources throughout Texas and Louisiana.
- **Textbook Editing:** Edited various K-6 mathematics textbooks with particular attention to inclusion of appropriate technology, manipulatives and problem solving applications.

Awards and Recognition

Frequently recognized for outstanding accomplishments in all fields of endeavor. These include:

- Earned Distinguished Teacher designation, Fall 2015 DISD
- Awarded Innovative Eagle Award, Middle College High School, for implementing outstanding innovative instructional strategies.
- Designated a “Master Teacher” for DISD
- Selected as “Texas State Technology Teacher of the Year” sponsored by Microsoft and “Technology and Learning” Magazine. Awarded for technology integration.
- Listed in WHO’S WHO OF AMERICAN WOMEN, 17th Edition.
- Selected “Teacher of the Year” for school district of 8000 teachers and 130,000 students.