

Curriculum Vitae
Yvonne Metoyer Robinson, Ed.D
Eastfield College
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**EDUCATIONAL
BACKGROUND**

Further Study – Summer 2003
Texas A & M University – Commerce
12 Hours – Educational Technology

International Institute – Summer 1998
University of California at Los Angeles

Ed.D., Supervision, Curriculum and Instruction
Secondary and Higher Education, December 1980
Texas A & M University – Commerce, TX

M.B.E., Business Education, June 1974
University of North Texas, Denton, TX

B.S., Business Education, December 1969
University of the District of Columbia
Washington, D.C.

**PROFESSIONAL
BACKGROUND**

1989- Present Professor, Computer Information Systems
Business and Fine Arts Division
Eastfield College, Dallas, TX

- Instructs courses in Computer Software Applications, Problem Solving with the Computer, Text Processing Applications, Spreadsheet Applications, and Computer User Support Help Desk and Support Specialists, Networks and the Internet and the World Wide Web.
- Assisted in developing the Personal Computer Support degree. Completed outcomes and competencies for Problems Solving with the Computer, Text Processing Applications, Spreadsheet Applications, and User Documentation and Training.
- Worked with Computer Information Systems faculty to develop a three-year schedule of Computer Information Systems course offerings.

- Worked with Computer Information Systems Committee to develop a list of short- and long-range computer needs.
- Supervises four adjunct faculty
- Supervises cooperative education students.

**1978-1988 Professor, Office Technology
Business and Mathematics Division, Eastfield College, Dallas, TX**

- Instructed Office Information Concepts, Office Calculating Machines, Office Procedures, Keyboarding, Business Machine Transcription, Word Processing Applications, Specialized Software and Beginning and Advanced Typing.
- Participated on a District-wide committee to develop a word processing degree for the 7-campus system.
- Developed syllabi, assignments and tests for the new individualized word processing courses.
- Participated in the Texas Education Agency program evaluation process for Office Technology
- Supervised eleven adjunct faculty

**1975-1978 Assistant Professor, Business Division, Bishop College,
Dallas, TX**

- Instructed Business Communications, Business Machines, Office Management, Secretarial Procedures, Records Management, Business and Society and Methods of Teaching Business Subjects.
- Supervised student teachers
- Served as Academic Advisor to Business students and sponsored the Pi Omega Pi Honor Society for Business Education.

1974-1975 Instructor, Business Division, Tarrant County Junior College, Fort Worth, TX

- Developed and coordinated the Vocational Office Education Laboratory Program
- Taught courses in Office Management and Vocational Education.

1967-1969 Executive, Housing Development Corporation, Washington, DC

- Focused on the needs of housing for the underprivileged population. Worked in conjunction with the private sector to satisfy the housing needs of the city.

1966-1967 Program Department, Washington Urban League, Washington, DC

- Planned, organized and assisted in the development and implementation of the programs that served the community.

1965-1966 Office of Senator Robert C. Byrd, United States Senate, Washington, DC

- Responsibility for correspondence from constituents and the research required to solve the questions and problems presented by them.

COMMITTEE ACTIVITIES

- Innovator of the Year Committee, Eastfield college
- Chair, Search Committee, Computer Science Faculty, Eastfield College
- Search Committee, Speech Faculty, Eastfield College
- Chair, Search Committee, Computer Science Faculty, Eastfield College
- Self Study Committee, Accounting, Report, Auditing Sub Committee, 2000-2001
- Search Committee, Vice President Business Services, Eastfield College
- Word Processing Curriculum Task Force
- Job Placement Committee, Eastfield College
- Orientation Committee, Eastfield College
- Texas Education Agency Office Careers Curriculum Advisory Committee
- Professional Experience Committee, EFC
- Recruitment/Retention and Community Development, EFC
- Eastfield Faculty/Student Board of Review
- Chair, Recruitment committee
- EFC Minority Awareness Committee
- District Computer Information Systems Committee
- Student Programs and Resources Speakers Committee
- Publications Committee, Eastfield College Self Study
- Sabbatical Leave Review Committee
- District Cultural Awareness Committee
- EFC Student Mentoring Program
- Co-Chaired, Profiles in Computer Careers, 2000

PUBLICATION "Factors Associated With the Development and Implementation of Word Processing Centers in the Dallas-Fort Worth Metroplex," dissertation, 1980.

Experience:

UPDATE: Network Installation, 1992

UPDATE: IHS Company, 1989
UPDATE: Haynes and Boone, 1988
UPDATE: Computer Knowledge, 1987
MINI SABBATICAL, Distance Learning, London, England, 1998
MINI SABBATICAL, Novel Network, 1992

PROFESSIONAL ACTIVITIES

- Conference on Information Technology, 1977 and 1998
- Mentor, Bryan Adams High School Executive Assistant Program
- Developed and Implemented a Computer Training Program for staff at the Dallas Museum of Art
- Texas Higher Education Task Force on Tech Prep Programs, 1991
- Sixth Annual Minority Recruitment and Retention Conference, Texas Higher Education Board, 1990.
- Audited, Texas Equal Education Plan for Higher Education, 1986.
- Workshop, Community Development Advisory Committee, 1985-86.
- Conducted the University Scholastic League Typing Contest, 1983.
- Planned and implemented the 7-Campus annual District Conference Day, 1981
- Planned and organized DCCCD Minority Awareness Committee Activities, 1985-86
- Planned and implemented the Dallas County Community College Educational Fair at Martin Luther King Center, 1985-86
- Participated in the Eastfield College Town East Mall Recruitment Fair, 1985-86
- Professional Renewal Opportunities through Business
- Vice President, Business Education Association, 1983
- Member, Texas Junior College Teacher's Association
- Vice President, Eastfield Faculty Association, 1987
- Secretary, Eastfield Faculty Association

COMMUNITY SERVICE

- Board Member, Dallas Museum of Art, 1995-97
- Board Member, Dallas Arboretum, Presently
- Board Member, Opportunities Industrialization Center, 1979
- Board Member, Bethlehem Foundation, 1975-78
- President, Dallas Auxiliary, 1979
- Board Member, Girls Club, Inc, 1980
- Member, Shakespeare Festival, 1978
- Publicity Chair, Dallas Chapter, The Links, Inc., 1985
- Finance Chair, Frederick D. Patterson Awards Gala, UNCF, Dallas Chapter, The Links, Inc., 1988-89
- General Chair, Ebony Fashion Fair, Johnson Publishing

- Company, Dallas Chapter, The Links, Inc., 1988-89
- Vice President, Dallas Chapter, The Links, Inc., 1990-92
 - President, Dallas Chapter, The Links, Inc., 1992-1994
 - Chair, Black American Task Force, American Cancer Society, 1978
 - Member, Delta Sigma Theta Sorority
 - Associate, John F. Kennedy Center, Washington, DC
 - Career Lifestyle Board, Sanger Harris Department Store
 - Chair, African-American Museum Brunch
 - Steering Committee, Afro-American Museum Ball
 - Volunteer, Thelma Boston Children's Home
 - Chair, Links-Nordstrom Gala Fundraiser, 1997
 - Operation Self-Sufficiency, Dallas Chapter, The Links, Inc.
 - Chair, International Trends and Services, Dallas Chapter, The Links, Inc.
 - Chair, Ebony Fashion Fair, Johnson Publishing Company, Dallas Chapter, The Links, Inc., 1999-2005
 - Chair, Technology Committee, Dallas Chapter, The Links, Inc., 2000-2003
 - National President, Circle-Lets, Inc., 2001-2003
 - Coordinator, African Students Mentoring Group, ITS, 2005