

CAREER FOCUS: To serve on the executive leadership team within an organization committed to empowering learners to excel.

EXECUTIVE SUMMARY:

I am a seasoned leader with over 25 years in education administration and teaching. Under my leadership, two educational organizations were successfully established and managed with fiscal strength, integrity, and accountability.

EDUCATION:

Doctorate	2018	Educational Leadership w/Minor in Psychology Texas A&M University-Commerce, Commerce, TX
Master of Science	2012	Educational Leadership Texas A&M University-Commerce, Commerce, TX
Bachelor of Science	1991	Interdisciplinary Studies w/Minor in Math University of North Texas, Denton, TX

AREAS OF CONCENTRATION:

Education Leadership Psychology Math

RESEARCH INTERESTS:

The correlation between cognitive and non-cognitive domains in student success

- Grit, Stress, and Student Success
- Dual Credit and Student Success
- First Generation Minority Males and Student Success

WORK HISTORY:

Associate Dean Liberal Arts	2018 - Present Dallas, TX	Dallas County Community College
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- Supervises approximately 50+ staff and faculty
- Support faculty and staff in the management, delivery and evaluation of a variety of academic programs
- Ensures compliance with the district’s policies and procedures, federal, state and local rules and regulations, and accreditations requirements
- Teaching responsibilities as needed
- Monitors student enrollment in credit classes to meet state statutes
- Ensures curriculum meets the standards for assessment and quality to support course consistency in accordance with accreditation guidelines

- Work with campus leadership, local businesses and advisory boards to ensure programs are meeting community needs
- Develops processes to enhance existing teaching procedures
- Works collaboratively with colleagues in a team environment
- Provides guidance, advice and direction, with the authorization to carry out plans and procedures consistent with established policies and procedures
- Strong attention to detail, time management and organizational skills
- Effectively organize and plan work in a fast-paced work environment with multiple competing priorities with considerable latitude for independent judgment and initiative
- Uses knowledge of the organization, student, and faculty to address issues and accomplish goals
- Exceptional organizational and communication skills, as well as demonstrated ability to work effectively with a diverse college community
- Oversees and/or coordinates the recruitment, hiring, coaching, mentoring and evaluation of faculty and staff

Adjunct Professor 2013 - Present Dallas County Community College
Psychology and Learning Frameworks Dallas, TX

- Facilitate student discussions, critical thinking, and presentations for undergraduate students
- Development of course syllabi, class preparation and assignments, and the establishment of a learning culture that promotes student involvement and success
- Use of technology to set-up course shells, prepare and disseminate lectures and other course materials, and the posting of grades for online and face-to-face classes

Graduate Asst. Research/Teaching 2014 – Present Texas A&M University
Education/Research Methods Commerce, TX

- Facilitate student discussions, critical thinking, and presentations for **undergraduate/graduate** students
- Responsible for the development of course syllabi, class preparation and assignments, and the establishment of a learning culture that promotes student involvement and success
- Student mentoring, and rapport building with both internal and external clients
- Assist with academic research including but not limited to the use of various mediums to conduct research, preparation and edit manuscripts, prepare literature reviews, gather and analyze data

Intern 2016 – 2017 Dallas County Community College
Dual Credit/College Readiness Dallas, TX

- Examined, analyzed, and executed initiatives for program effectiveness
- Gather data for the establishment of a College Readiness Initiative
- Evaluate the responsibilities and allocation of program resources and supplementary resources
- Attend meetings and engage in need-based research
- Establish processes and procedures for the Liberal Arts department and the Dual Credit program

Intern 2012-2012 Southern Methodist University
Bridge Program Dallas, TX

- Researched proposed policies and programming

- Examine, analyze, and execute initiatives for program effectiveness
- Investigate trends in higher education regarding student retention and success (First Generation/First Year College Students)
- Served as mentor to boost student learning
- Regularly interact with key stakeholders on campus involved with student retention and success, program events, and achievements

Founder/CEO Administrator 1996-2008 Precious Gifts Academy Dallas, TX

- Trained and supervised a staff of 70 employees and volunteers
- Established and managed an early childhood program serving over 1500 unduplicated students Pre-K thru 1st grade
- Interacted with key stakeholders and governmental entities on program initiatives, and business trends
- Community liaison uniting citizens and organizations on issues affecting the community
- Generated and analyzed budgets for use in forecasting and decision-making
- Develop and implement short and long-term initiatives for program growth
- Served as a consultant in modeling and coaching teachers and leaders in curriculum design and development, and student achievement
- Served, implemented, and managed governmental programs for compliance and program effectiveness
- Spearheaded student volunteer activities and fundraising efforts benefitting other charitable organizations such as Meals on Wheels, Toys for Tots, etc.

Richardson ISD (K-6) Educator 1991-1996 Richardson ISD Richardson, TX

- Facilitated student discussions, problem solving, and presentations for students (grades K, 2, 5, 6)
- Designed and introduced program curriculum and established a learning culture that promotes student involvement and success
- Evaluation of student work
- Nurtured relationships with students, faculty, parents, and administration

KEY COMPETENCIES:

Educator/Trainer, Business Development, Budget Analysis, Curriculum and Instruction Specialist, Inspiring Communicator, Strategic Planning, Professional Development Trainer, Team Building, Negotiation Skills, Servant Leader

PRESENTATIONS

- Nurturing Your Inner Self, All Our Children academy
- Impactful Teaching, Head Start Greater Dallas
- Establishing Effective Procedures for Your Office, Northlake College
- Finding Your Strengths Through Personality Assessments, Precious Gifts Academy; GCBC, Inc.
- Tricks of the Trade: Interviewing Techniques, GCBC, Inc.
- Create an Environment for Learning, Early Childhood Consortium
- Foundational Strategies for a Quality Dissertation, Texas A&M University-Commerce

- Quantitative or Qualitative: How to Identify the Appropriate Research Method?, Texas A&M University-Commerce
- Scholars Before Researchers, Texas A&M University-Commerce
- Take the Stress out of Research, Texas A&M University-Commerce
- Literature Explosion, Precious Gifts Academy; Early Childhood Consortium
- Increasing Your Client Base, Director's Roundtable
- Risk Management, Director's Roundtable
- Visionary Leadership, Head Start Greater Dallas
- Safe Travels: Mitigating Risk While on Excursions, Early Childhood Consortium; Head Start Greater Dallas
- Time Management Techniques for Leaders, Child Care Group
- Characteristics of a Change Agent, Early Childhood Consortium
- Leadership that Counts, GCBC, Inc.
- Collaborative Decision-making, Director's Roundtable