

# Curriculum Vitae

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Instructor's Name Melissa Palacios  
A.C.C.E.S.S. Office 972-238-6140 (adjunct faculty)  
map0002@dcccd.edu

Richland College  
12800 Abrams Road  
Dallas, TX 75243

## Education

University of Texas at San Antonio Masters of Political Science Graduation Date: May 2012 Area of specialization:  
Public Law and Political Theory

Thesis: Latino Political Empowerment-- Where It Came from And Where It Is Going

University of Texas at San Antonio Bachelors of Arts Graduation Date: December 2004  
Area of Study: Major Political Science, Minor in Public Administration, Legal Studies

## Teaching Experience

**Collin College** / Associate Professor Political Science Adult Education/ Dual Credit 01/2016- Current Plano, TX  
Provide instruction to students using various teaching techniques through prepared curriculum, evaluation of students given tasks, and timelines through carefully written topical outlines and syllabus.

**Richland College**/Adjunct Professor Political Science Adult Education/Dual Credit/On-line classes 08/2017-Current  
Dallas, TX

Develop and manage syllabus materials. selecting and compiling tests, assignments and/or online discussion exercises that permit measurement of performance relative to standardized learning objectives.

**Lake View College** /Adjunct Professor American Government, Texas Government 01/2014 12/2014 San Antonio

Provide instruction to students in Texas Government and American Government by means of Blooms Taxonomy, Socratic Method, Lecture, Group Projects and class discussions. Evaluate student giving clear expectations of tasks, and timelines through carefully written topical outlines and syllabus. Lecture on subject and give instruction for assignments, provide student assessment of learning, clear documentation of student progress, and support of the academic success.

**Sanford Brown College** / Adjunct Professor Intro to Political Science, Ethics, Business Law, Intellectual Property and Internet Law 09/2012-12/2015 San Antonio, TX

Providing instruction and support to students using various methods and preparing curriculum. Provide each student with clear course expectations, evaluations and timelines through carefully written topical outlines and syllabus. Relevant assignments, fair and holistic assessment of learning, clear documentation of student progress, and support of the academic success.

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

## Certificates, Certifications & Other Qualifications

Honors Alliance, ODK, Phi Alpha Delta, Susan Pierce Leadership Award, UTSA Honors Award.

## Relevant Work Experience

US Department of Census Office Operation Supervisor/Clerk (Temporary Position during Census) 11/2009-09/ 2010 San Antonio, TX

Supervise, train and evaluate 20 Administrative and Payroll clerks/Enter, certify, and close a payroll/ Capture data for recruiting, payroll and personal forms/ Appoint, train and administer oath of office to personal to completion of appointment documents/Fingerprinting / Fingerprinting instructor/Maintaining database of Census operations/ Procuring routine equipment and services/Maintaining office files and records and preparing recurring reports/ Coordinating administrative requirements with departments/ Methods and procedures liaison/ Providing procedural assistance on routine administrative matters/ Identifying trends or patterns for training needs/ Maintaining and compiling reports as needed/ Outlining program objectives/ Leading train the trainer session on new methods and procedures/ Live scan fingerprint trainer/ Orientation and new hire training/Maintain personal files and records/ preserve work flow and quality of work completed by field personal/ Assign work to subordinates as needed/ prepare enumerator assignments and crew leader control records/Counsel and development of clerks

William C. Velázquez Institute Community Organizer for 2009 Digital TV Conversion (Grant Funded) 01/2009 - 9/2009 San Antonio, TX

Manage and coordinate DTV project and activities between various nonprofits, City departments, public agencies, local media and/or private sector representatives for duration of project/Seek, evaluate and pass on information from a variety of sources for community for transitional purposes/ Prepare and deliver presentations and training session for conversion/ Written and E-mail correspondence to elected officials, other agencies ,community leaders and other non-profits / Liaison and subject matter expert on conversion to elected officials and community leaders etc./Writing press releases coordinating media events and press conferences/ Providing Radio, Television and Print News interviews/Event coordination for 10 to 1000 participants /Assisting community with finding free convertor box instillation/Provided specialized reports to FCC about outreach efforts /Coordinate and prepare reports and correspondence in response to requests from funders or City Of San Antonio offices/ Prepare memos and agenda for coordination meetings for San Antonio area/Coordinating media summit in San Antonio to discuss best practices/ Maintaining database of community needing assistance/Grant writing.

AFNI Sales Trainer/Instructor 11/2007 - 1/2009 San Antonio, TX Supervise and train 25-30 employees /Responsible for developing, facilitating and monitoring the progress for newly hired and current employees /Deliver training with appropriate learning methodologies and interactive techniques/e.g. Blooms Taxonomy, Case Study Method, CBT, Audio Visual, multimedia, Telecom, Socratic Method, Training by Observational Method, Sales Strategy methods / Manage the classroom and determine progress of employee/ act on areas for continuous improvement/Deliver new product and service training, systems training, customer interaction training, and sales and soft skills training/ Tracking and monitoring attendance for all participants/ Facilitate company objectives/deliver professional management courses to create self reliant employees at all levels across the company/Conduct needs analysis to bridge performance gap/ Lead train the trainer events/ curriculum development /Supplemental training including but not limited to features and products, data products, negotiation skills, strategic sales planning, influence and persuasion skills/ Performance coaching, team building, and activity development to help in the mastery of project objectives, final examines and testing of agents.

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William C. Velasquez Institute Exit Poll Trainer/ Administration Coordinator (Grant Funded) 8/2006-11/2006 San Antonio, TX

Schedule coordination /Meeting coordination/ Making Travel arrangements/Answer phones/Fax/ daily e-mail Correspondence/ Responsible for Vice Presidents written correspondence /Project organization/Logistics for projects /Event organization/Grant Writing/Follow-up/Training and education for exit poll research/ data input for exit poll/compiling data base/Phone follow-ups for Vice President/Editing and writing literature for projects for organization/ Research for organization and data entry.

Northside Independent School District Substitute Teacher

10/2001 - 5/2006 San Antonio, TX

Assist in developmental needs of students/Supervise classroom/ Provide continuity of instructional program/ Provide safe and supportive educational environment/ Work with special needs children to accomplish tasks /Keeping sensitive matters confidential / Model and reinforce expectations of regular teacher/Exhibit flexibility in meeting student's needs

United States Naval Reserves Sea Bee E3

03/1990- 3/1998 Little Creek, VA U.S.

All duties specified and unspecified by superiors/ Provide special forces support where necessary/ Provide Clerical and manual labor to joint force operations/ Audit records, provide necessary training and support for operation at hand / Support headquarters for all services and training needs.

**Job Related Training:** Fingerprint Instructor, Selection Certification Instructor, New Hire Instructor, E-verify, HIPPA, EEOC Instructor, Sexual Harassment Instructor, No Fear Act Instructor, Whistle Blower Act Instructor, Government Contracting and Davis Bacon Act, Technology Security Instructor, Curriculum Development and effective training methods, Building Effective Teams .Microsoft Word, Excel, Power Point, Microsoft Access, Internet Research, Native Saber, Apollo, Streamlend, Portal, Semitar, Lexus Nexus, DAPPS, FIDCA, PBOC, E- verify, MARCS Vizio, Legacy, ACSS, Vision, Info Manager, Portal, Kronos, E-vap, Envision, Hard Metrics

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