

# Manuel Axel Ruiz

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## Education

- 2016 – 2019 Ph.D. (Genetics), University of North Texas, Denton, TX. Dissertation Title: In progress.
- 2013 – 2018 MBA (Healthcare Management), Davenport University, Grand Rapids, MI.
- 2006 – 2009 MS (Biological Sciences), University of Houston, Houston, TX.
- 1996 – 2006 BS (Interdisciplinary Studies, Biology and Physical Sciences, and Psychology), University of Houston, Houston, TX.

## Professional Appointments

- 2017 – Current Graduate Teaching Assistant (Genetics) University of North Texas, Denton, TX.
- 2017 – Current Research Assistant, Department of Developmental Biology, University of North Texas, Denton, TX.
- 2017 – Current Graduate Research and Teaching Assistant (Genetics Laboratory),

## Experience

2015 – 2017 Study.com – Lecturer and Lesson Writer, Online.

1. Prepare and write lessons for online educational classes and programs.

2009 – 2013 AVANCE – Program Coordinator - Facilitator

1. Develop and implement Educational Curriculums.
2. Ensure compliance with all applicable federal, state and local laws in the implementation of the program.
3. Oversees the implementation of the Early Head Start Program to ensure compliance with the updated
4. Head Start Performance Standards and delivery of quality services to infants, toddlers, pregnant women, and families.
5. Monitors, evaluates and updates program components to ensure quality of services and compliance with the program standards.
6. Assist with the implementation of the written area plans.
7. Coordinate and monitor the monthly Parent Committee meetings.
8. Develops strategies and systems to keep the lines of communication open between staff to ensure family needs are met in accordance with the chain of command.
9. Directs and supervises the day-to-day operations of the Education component and evaluates outcomes of existing services to include socialization observations, classroom set-up and evaluation, home visit observations and review and approve all lesson plans.
10. Implement a computerized information system, which integrates with the information requirements of all functions and assist Directors with all other program components.
11. Monitor program to ensure the 10% of children with disabilities are served.
12. Work with management staff to assess community services and develop alliances and collaborative relationships to enhance needed services to families.
13. Assist with designing and implementing a program planning process and system.
14. Provide guidance, mentoring, support, directly supervise, training, monitor and evaluate the performance of the Home Educator/Family Development Workers, Socialization/Health Aide, and Intervention Support Specialist.
15. Promote a team approach and working environment in planning and coordinating the work responsibilities of all assigned staff.
16. Develop, oversee and monitor the implementation of systems to ensure home-based children receive developmental and sensory screenings within 45 calendar days of entry into the program and provide guidance to staff on how to use the screening results to address the child's growth and development, including referrals to Intervention Support Specialist and Mental Health contractors of developmental delays are suspected.

17. Develop, oversee and monitor the implementation of systems for assessing home-based children's needs, planning educational and developmental goals, and lesson planning for home visits and socialization that include parent involvement in the planning process.
18. Review all files maintained by staff to ensure completeness and accuracy.

## 2001 – 2009 AVANCE – Family Development Specialist and Worker

1. Assist with the coordination of parent involvement in all areas of the program.
2. Work with the EHS-CCP Children's Service Manager and Mental Health and Disabilities Coordinator to ensure social service home visits are completed and referrals/follow-ups occurs with families.
3. Call Child Care Partners on daily basis to obtain daily attendance.
4. Assist Child Care Partner in developing school readiness action plan, goals, and objectives.
5. Assist Child Care Partner in developing weekly lesson plans.
6. Train Child Care Partners on how to use scientifically valid, research-based curriculum.
7. Provides families with comprehensive case management and family development services that include in-home visits, advocacy, and referral services.
8. Assess families' needs based on enrollment information and intake interview. Develops an individual family service plan to address identified needs which focuses on the development of family strengths.
9. Assists families in developing goals and objectives and sets systems in place for tracking the accomplishment of their goals and objectives.
10. Monitors, evaluates and modifies families' service delivery plan on a regularly scheduled basis.
11. Ensures that the families receive needed services from child care and support staff or outside agencies and individuals. Serves as an advocate or broker to link families to community resources and services.
12. Complies with obtaining all data as required.
13. Makes required number of contacts with each family and maintains accurate and timely documentation and narrative reports in families' folders.
14. Participates in meetings and briefings as a contributing member of the Family Development Team.
15. Participates in scheduled client staffing, introduces family cases for review and input from peer group.
16. Participates in all aspects of the program's recruitment and enrollment efforts.
17. Communicates with EHS-CCP Children's Service Manager, Mental Health and Disabilities Coordinator, and EHS Director on assigned cases to solicit input and direction regarding levels and types of services needed and/or that are being provided.
18. Utilizes program and administrative staff input in preparing needs assessments and in developing a prescriptive plan of action.
19. Attend local, regional and national training activities as assigned.
20. Prepares all educational material (i.e., handouts and overhead transparencies) for lectures, presentations, and other types of educational or assigned activities.
21. Prepares a comprehensive monthly report of all service activities.
22. Assists in providing Program Overview to parents, Parent Committee/Policy Council members and other visitors as assigned.
23. Utilizes personal vehicle to transport clients to local community service agencies and for other work-related activities as needed.

24. Becomes thoroughly familiar with Performance Standards as they relate to this position and all aspects of the program.
25. Submits proper forms of In-kind to EHS-CCP Children's Service Manager to track all known volunteer hours by parents and or presenters.
26. Researches community resources for additional service opportunities for parent

## Publications

**Ruiz, M.A.**, Nahar, S., Padilla, P. (In Progress). Epigenetics: Use of *C. elegans* To Examine How a Glucose Diet Impact Stress Responses in Subsequent Generations.

Nahar, S., **Ruiz, M.A.**, Patel, M., Padilla, P. (In progress). Transgenerational Impact of a Glucose-Supplemented Diet.

## Presentations

- 2017 – SACNAS, Salt Lake City, UT.
- 2018 – Biology Graduate Student Conference, University of North Texas, Denton, TX.
- 2018 – Age, Metabolism, Stress, Pathogenesis, and small RNAs in *C. elegans*, University of Wisconsin, Madison, Madison, WI.
- 2018 – SACNAS, San Antonio, TX.

## Professional Memberships

- Genetics Society of America
- SACNAS
- National Society of Leadership and Success
- American Society of Human Genetics
- Society for Neuroscience
- Clinical Epigenetics Society
- American Society for Cell Biology

## Extracurricular Activities

- 2017 – Current     University of North Texas, Biology Graduate Student Association
- 2017 – 2018       University of North Texas, Graduate Student Council

- 2018 – 2019 (Justice)  
University of North Texas, Graduate Student Council  
(College of Natural Sciences - Senator)
- 2017 – Current SACNAS

## Skills

- Microsoft Office
- Microsoft Visual C++
- iOS Swift