

Greta Bane Spradling

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Qualification Summary

- Fifteen years experience in Higher Education.
 - Includes eleven years management and supervisor experience.
 - Instructional Design for Industrial and Higher Education training.
 - Proficient in Microsoft Office, web design, and online course development.
 - Detail minded, project management abilities/Self-managing and multitasking ability.
 - Well organized, with excellent interpersonal and communications skills.
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Professional Experience

Texas A&M University-Commerce

2010 to Present

Executive Assistant to the Provost

- Provide professional-level staff support to the Provost
- Assist with preparing for Deans Council meetings, national and international presentations, and reports for the Provost.
- Track and prepare for upcoming deadlines and events that require action by the Provost.
- Planning and oversight of Faculty awards, online course evaluations, and HB 2504 compliance
- Adjunct Instruction for Marketing and Management Department

Texas Farm Bureau Insurance Company

2007 to 2009

Instructional Design & Development Specialist

- Instructional develop in online training programs using Lectora and Captivate software.
- Provide training on Telephone Etiquette and Customer Service.
- Teach four levels of Microsoft Excel with phone support to Office 2007.
- Develop monthly e-newsletters designed in Publisher.

Texas State Technical College Waco, Texas

1993 to 2007

Professional Development Officer, Human Resources

- Provided training on Human Resource processes for supervisors and curriculum design for new employees.
- Organized Professional Development Day.
- Project Manager for Disney Institute "Team Creativity" program in 2008.
- Project Manager for Disney Institute "Keys to Excellence" program in 2007. Earned a \$20,000 profit for training budget.

Interim Executive Assistant to the President

- Represented the College President at meetings and community events.
- Collaborated on executive decisions.
- Mediate student issues.

Technology Cluster Director

- Administered multiple budgets totaling \$6 million.
- Supervised 12 Department Chairmen in 14 instructional departments.
- Participate in Advisory Committee Meetings with Industry.

Department Chair/Instructor, Webmaster Technology

- Spearheaded the application for the Texas Higher Education Coordinating Board to approve the new Webmaster Technology at Texas State Technical College Waco.
- Developed and taught both traditional and on-line courses.

Coordinator, Video Production

- Managing a \$240,000 distance education project from concept to full implementation and utilization.
- Directed distance education in the areas of scheduling, instructor training, teaching, and room design.
- Developed and taught Video Conference System Design & Maintenance course.

Video Production Assistant

- Produced a series of safety videos for Houston Lighting and Power Company.
- Produced recruitment and instructional video programs.

KWKT Fox 44, Waco, Texas

1988 to 1993

Assistant Production Manager

- Produced television commercials, a weekly real estate program for broadcast and in shot and edited instructional and promotional video programs.

Education

Master of Science | Human Resource Development | The University of Texas at Tyler

Bachelor of Art and Applied Science | Business Occupation | Tarleton State University

Associate of Applied Science | Audio Visual Production | Texas State Technical College

Recognition

2010 Teaching Excellence Award, Texas A&M University System Chancellor

2009 Toastmaster Competent Communicator, Fish Pond Toastmaster, Waco

2004 – 2007, Transformation Coordinator, TSTC Waco

2005 Texas State Technical College *Chancellor's Award for Team Excellence*

2001, Texas State Technical College *Chancellor's Award of Excellence* and National Institute for Staff and Organizational Development *NISOD Excellence Award*

1998–2000, Texas Distance Learning Association Treasurer

1999 Outstanding Individual Commitment to Service Award from the Texas Distance Learning Association