



PROFESSIONAL SUMMARY

Vision-driven education administrator with career-long record of utilizing an extensive knowledge of instructional practices, curriculum evaluation, project/program management and team leadership to maximize the success of leading organizations

Proven talent for handling a variety of responsibilities related to education administration to achieve maximum operational impacts with minimum resource expenditures. Solution-oriented leader with an extensive background developing and directing successful programs, curriculum and working environments. Exceptionally dedicated professional with keen interpersonal, communication, and organizational skills, as well as an ability to manage multiple tight deadlines in a high-pressure, fast-paced work environment.

CORE COMPETENCIES

- | | | |
|----------------------------------|----------------------------|--------------------------|
| • Curriculum Development | • Copywriting Skills | • Team Management |
| • Leadership/Communication | • Training/Development | • Continuous Improvement |
| • Cross-Functional Collaboration | • Program Management | • Project Support |
| • Process Improvement | • Data Assessment/Testing | • English Grammar |
| • Project Management | • Copyediting/Proofreading | |

PROFESSIONAL EXPERIENCE

TEXAS A&M UNIVERSITY – COMMERCE, USA, SEPTEMBER 2021 TO PRESENT

ADJUNCT FACULTY

- Instructs two classes of up to twenty students each in asynchronous, online English 1300-level courses.
- Maintains an approved class syllabus that includes course objectives and learning outcomes, creates assignments, attendance policies in line with university policy, timelines and evaluation criteria, and additional classroom material for the students; monitors students' academic progress and refers students to relevant academic and support services.
- Provides friendly, professional, individualized support and guidance to students via email and Zoom meetings to discuss student progress and provide feedback.
- Creates and designs an interesting and engaging online learning environment through D2L and Top Hat to provide a blended, flipped classroom experience that engages students through content, discussion posts, emails, and announcements; plans lectures, grades assignments, and provides online experiences to best interact with and master necessary course curriculum.

WINDHAM SCHOOL DISTRICT, USA, DECEMBER 2018 TO NOVEMBER 2019

ASSISTANT PRINCIPAL/LEAD PRINCIPAL

- Aligned objectives and built communications with teachers to ensure that students receive the best possible testing conditions; monitored and conducted efficient GED testing while ensuring that all students completed their assessment fairly and within the established deadlines.
- Coordinated and oversaw all important responsibilities related to delivering proper education administration, counseling and guidance to students in order to resolve potential or confirmed personal, academic, vocational, or behavioral issues; organized student transfers to accommodate their interest in taking trade classes while also speaking to students/inmates regarding appropriate classroom behavior to promote positive development and personal growth.
- Planned, administered and headed multiple successful committee meetings to evaluate student enrollment in a timely and efficient manner; established effective communications with students under 22 years old to maximize their success through the development of meaningful relationships and interactions.
- Contributed extensive efforts towards supporting and assisting with the evaluation of educational programs while also promoting the successful implementation of various innovative instructional programs; adhered closely to the state-issued curriculum to maximize student progress.
- Charted a successful course of student development by supporting and utilizing technology in various teaching and learning processes, enhancing both student progress and comprehension exponentially.

FANNINDEL INDEPENDENT SCHOOL DISTRICT, USA, AUGUST 2012 TO NOVEMBER 2018

ELEMENTARY PRINCIPAL, JANUARY 2015 TO NOVEMBER 2018

- Advanced development and implementation of detailed and organized district school programs and curriculum schedules to guarantee that all upcoming events and lessons are easy to track while also overseeing and maintaining student

discipline; cultivated a positive school atmosphere that promoted student empowerment and accountability by designing and implementing targeted action plans.

- Liaised with students, staff, parents, and community members to ensure that the school environment remained safe and productive by implementing programs to prevent bullying while enhancing campus safety; planned, organized and introduced team building events into the work schedules of teachers and other school personnel to increase administration cohesiveness and problem-solving skills.
- Promoted exceptional results that revealed increases in student comprehension through the massive enhancement of the entire student body's success on the STAAR testing, acquiring Met Standards each year with multiple distinctions.
- Executed important alterations to the student curriculum that utilized the principles of instructional leadership, coordinated instruction and staff development to drive impressive increases to district and student success in a manner that maximized efficiency.

INTERIM SUPERINTENDENT, APRIL 2017 TO APRIL 2018

- Oversaw the development and introduction of educational leadership and executive direction to the Board of Education, school, community, personnel, programs, activities, and operations of the districts; pioneered and maintained strategic planning processes.
- Monitored and tracked all operations closely to guarantee they complied with established goals, objectives, and legal requirements concerning district administration and instruction; led budget development and financial planning.
- Built effective communications with the Board to provide assistance in the identification of student achievement goals and established programs to evaluate progress.
- Completed various tasks outside of the main responsibilities to maximize operations efficiency and success.

ELEMENTARY SCHOOL TEACHER, AUGUST 2012 TO DECEMBER 2014

- Observed and managed the creation and implementation of engaging lesson plans and individualized learning plans for students in pre-school and 2nd grade, in accordance with state standards.
- Ensured that 24 students received the best possible education by employing high-quality leadership skills to increase student success in math, reading, and writing; actively encouraged student learning and development.
- Built and maintained productive communications with the grade level team and aides to identify and meet the needs of the students; maintained classroom operations by creating procedures and communicating expectations with students.
- Headed the planning of curriculum for a range of students with varying needs, while fostering rich learning environments.

EDUCATION AND CREDENTIALS

MASTER OF EDUCATION IN EDUCATIONAL ADMINISTRATION (MEd), 2021

Texas A&M University, Commerce, USA

Relevant Coursework Included: Reading & Learning in K-12 Content Area, Developing Quality Instructional Programs, Designing Curriculum

Combined Graduate School GPA: 3.96

MASTER OF ARTS (M.A.) IN ENGLISH, 2012

Texas A&M University, Commerce, USA

Relevant Coursework Included: Teaching Advanced Composition, History & Theory of Rhetoric, Learning Thru Composing Language and Culture in Class, Strategies in Composition

Master's Research Capstone: "The Secret Garden of the Orphaned Mind: Character Growth Through Subjugation and Liberation of Imagination in Orphaned Children by Adults in Children's Literature"

BACHELOR OF ARTS (B.A.) IN ENGLISH, 2008

Texas A&M University, Commerce, USA

CREDENTIALS:

Classroom Teacher EC-6

Principal EC-12

Superintendent EC-12

English Language Arts and Reading (7-12)

English Language Arts and Reading with STR (4-8)

ESL Supplemental (EC-12)

Advancing Educational Leadership (AEL)

Instructional Leadership Development (ILD)

T-PESS Appraiser Certification

T-TESS Appraiser Certification

PROFESSIONAL AFFILIATIONS

- Texas Elementary Principals and Supervisors Association (TEPSA)
- Texas Association of School Administrators (TASA)

ADDITIONAL INFORMATION

Technical Proficiencies: Microsoft Office (Word, Excel, PowerPoint), Windows, servers, routers, LAN, wireless LAN, Microsoft Exchange, Microsoft Office Suite

Interests: Writing and creating music, spending quality time with family and friends