CURRICULUM VITAE

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Statement of Teaching Philosophy

I believe education is the gateway to opportunity. It can be life's great equalize, allowing individuals to rise above their current economic situation, despite the circumstances unto which they were born or find themselves. I was driven by education to escape an economic situation and to provide a positive example to my children. I was fortunate enough to begin working at an educational institution supporting others as they achieved their educational goals. Like many of my students, I had to work and care for my family while attending school full-time. I was able to earn a Master of Arts degree in International Relations – Security Policies and post-graduate credit in both Computer Information Systems and Political Science. I understand the challenges that arise due to competing requirements for one's time. In order to succeed in today's competitive and global workforce, students must be able to multi-task, deal effectively with contingencies, and produce high quality work in a timely manner. I share my experiences and mentor students on time management and contingency planning so they can accomplish their tasks, prepare high quality work, and meet stated deadlines. I continue to assist a diverse student population, which includes online, international, military, dual-credit, and inmate, achieve their educational goals.

Formal Education

St. Mary's University   *San Antonio, Texas*
      Masters in Arts
      International Relations (GPA: 3.58)
      Degree Conferred: 12/12/2009

Tarleton University   *Killeen, Texas*
      18 Post Graduate Hours
      Computer Information Systems (GPA: 3.17)
      Dates Attended: 8/2007 – 5/2008

American Public University   *Charles Town, WV*
      18 Post Graduate Hours
      Political Science (GPA: 2.94)
      Dates Attended: 6/2011 – 12/2012

Highly Competent Subject Areas Which I Qualify to Teach

International Relations	International Conflict Resolution
International Security Issues	Theories on Causes of War
International Relations Theory	Global Issues
Global Politics	American National Government
National Security	Ethical Issues in International Relation
African Security Issues	Comparative Politics
Middle East Security Issues	Political Parties and Interest Groups
Introduction to Political Science	Federal & State Government
The Presidency	Introduction to Spreadsheets
Judicial Politics, Policies, and Policy Making	Business Computer Applications
Introduction to Computers/Computing	Introduction to PC Operating
Integrated Software Applications	Web Design
Introduction to the Internet	Network+
Introduction to Word Processing	Project Management Software
Personal Computer Help Desk	

Personal Attributes and Qualifications

- Dedicated educator committed to improving the lives and opportunities of my students.
- Highly disciplined, able to meet time sensitive deadlines under pressure
- Credentialed and experienced in teaching multiple disciplines (International Relations, Government/Political Science, Computer Science, Business)
- Experienced at designing programs, courses, and lesson plans that contain expert-level content delivery, varied assessment strategies, and integrated real-world scenarios that foster Student Centered Learning
- Excellent Team building skills with practical hands-on experience
- Team player and avid committee participant with the ability to serve as a catalyst for sustainable change.
- Caring mentor and facilitator to faculty and students, helping them to improve themselves and achieve their goals
- Broad experience that enables me to work successfully with diverse groups and impart intercultural lessons to students, peers, and administrators. Experience includes international, military, dual credit, and inmate population

Teaching Experience & Course Approvals

Adjunct Faculty/Subject Matter Expert, Louisiana State University – Alexandria
- INTL 2000 International Affairs
  - An introduction to the field of international studies; emphasis on developing an understanding of the political and cultural relationships that exist and have existed among the regions, peoples, and nations of the world.
- POLI 2051 American Government
  - A survey of the principles, structures, processes, and functions of American government with emphasis on the national government. Topics include constitutional development, federal-state relationships, electoral politics, law, public policy, and civic responsibility**.**
- **Platform: Moodle**

NCO Lead Instructor, Central Texas College
- MTCS 1173 Introductions to Computers
  - A beginner course designed to help students with little or no computer experience understand computer hardware and software, computer terminology, and the Windows desktop operating system.

- MTCS 1174 Academic Research Using the Internet
  - This course is designed to help students conduct research online by teaching them a variety of online search strategies, how to evaluate sources, the ethical responsibility associated with plagiarism and how to avoid it, using online library databases to conduct research, and creating and using the Modern Language Associate (MLA) and/or the American Psychological Association (APA) documentation styles in Microsoft Word.
- MTCS 1175 Basic Keyboarding Using Computers
  - This course is designed to teach students the basics of ergonomics, proofreading, basic correspondence, and touch-typing using a personal computer. Student should be able to type a minimum of 25 words per minute to successfully complete the course.
- MTMC 1170 Internet
  - An introductory course designed to teach students about the World Wide Web using search engines, information security, e-commerce, e-mail, Ethernet and wireless networks and installing home networks.
- MTMC 1171 Spreadsheet Application (Excel)
  - A basic course of instruction to Microsoft Excel, a spreadsheet application. Learning objectives include: working with formulas and functions, formatting worksheets, and linking worksheets.
- MTMC 1172 Word Processing Applications
  - A basic course of instruction to Microsoft Word. The class will emphasize creating new documents, working and autotext, creating styles, use of proofreading tools, copying cutting, and pasting.
- MTMC 1173 Database Applications (Access)
  - An introductory course for Microsoft Access, a data base management software program, designed to help students create and modify simple databases, filter and sort records, format a datasheet, create and modify a table and its fields, join related tables, create forms for data entry, and create reports and queries to analyze data.
- MTMC 1174 Outlook
  - This course is an introduction to Microsoft Outlook, a desktop management that helps students organize and share information on their desktop and communicate with others. Outlook can be used to manage intranet and Internet emails, appointments, contacts, tasks and to make notes and journal entries.
- MTMC 1175 Web Page Development I (SharePoint Designer)
  - This is an introductory course for SharePoint Designer, a web authoring program, designed to teach students how to create, modify, and format simple web pages for personal or professional use.
- MTMC 1176 Microsoft PowerPoint
  - An introductory course for Microsoft PowerPoint, a presentation software program, designed to teach student how to create, modify, and format custom electronic presentation for personal, school, or professional use. Students will learn presentation basics and work with images, sounds, movie clips, and custom animation effects. Student should be able to demonstrate basic computer skills.
- MTMC 1177 Desktop Publishing Applications
  - This is an introductory course for Microsoft Publisher, a desktop publishing software program, designed to teach students how to create personal or professional looking publications such as letterhead, envelopes, advertisements, business cards, flyers, postcards, and more.
- MTMC 2171 Microsoft Excel Advanced
  - This is an advanced course for Microsoft Excel, a spreadsheet software program, designed to teach student advanced formulas and functions, how to create and modify PivotTables, analyze and organize date, work with Excel on the web, import external date, and work with simple macros and other objects.
- MTMC 1172 Microsoft Word Advanced
  - This is an advanced course for Microsoft Word, a word processing software program, designed to teach students about mail merge, collaboration tools, working with long documents, forms, templates, and macros. Students should be able to demonstrate basic computer, internet, and word processing skills.

- MTMC 2175 Web Page Development (SharePoint)
  - An advanced course for SharePoint Designer, a web authoring program, designed to teach students to create simple web pages using frames, basic Hypertext Markup Language (HTL) codes, outline forms, and publishing and manage webpages.
- MTMC 2176 Microsoft Access Advanced
  - An advance course for Microsoft Access, a database management software program, designed to teach students how to create advance quires, modify form controls and properties, modify report controls and properties, create calculate fields, and create and modify simple macros.

Platform: Face to Face

Adjunct Faculty, Tarrant Community College District
- GOVT 2305 Federal Government
  - Origins and development of the U.S. Constitution, structure, and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.
- GOVT 2306 Texas Government
  - Origins and development of the Texas constitution, structure, and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

Platform: Blackboard

Adjunct Faculty, Everest University
- CPO4003 - Global Politics
  - A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors.
- POS2041 - American National Government
  - A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government

Platform: eCollege

Adjunct Faculty, Georgia Perimeter College
- POLS 1101 - American Government
  - Covering the essential facts of national government in the United States, with some attention given to state government, including the State of Georgia, this course satisfies state law, requiring examination on United States and Georgia Constitutions.
- POLS 2401 - Global Issues
  - This course introduces students to contemporary issues in global affairs. It assumes no prior knowledge of international relations. The course examines problems facing the global community, as well as the prospects for governments, individuals, and international groups to address those problems. Issues include population and demographics, natural resources and the environment, the globalization of the economy, terrorism and threats to security, development and technology, global security, ethics, human rights, and the role of the United States and other regional powers in world affairs. Special attention will be paid to cross-national and international connections.
- POLS 2101 - Introduction to Political Science
  - This course is an introduction to the Political Science fields of Political Theory, Comparative Politics, and International Politics.

Platform: iCollege / D2L

Adjunct Faculty, Ashford University
- POL201 American National Government
  - A survey of government at the national level. Emphasis is placed on the constitutional basis of American government, federalism, the sources and forms of political behavior, the operation of the three branches of government, and the making of national policy.
- POL 211 Introduction to Politics
  - This course is an introduction to selected institutions, processes, and political behaviors associated with the study of politics in the United States and globally.
- POL 319 State & Local Government
  - This course examines the structure and processes of state and local governments and their related current problems and issues. There is a focus on the effect of Federalism and its effect on States
- POL 325 Congress & the Presidency
  - This course examines the notion of shared governance as it applies to two central institutions of the American national government, Congress and the Presidency. Students have an opportunity to learn more about the history, structure, and functions of each institution but there is much emphasis placed on the relationship between Congress and the Presidency. Topics include leadership, policymaking, tensions within each institution and between the different institutions, and a focus on a variety of public policy areas.
- POL 353 Comparative Politics
  - This course introduces the basic concepts and theories of comparative politics through an analysis of selected political systems and governments from various regions and societies across the world. Topical analysis in the course includes an emphasis on key political institutions, political culture, ideology, globalization, conflict and stability, various state and non-state actors, and on issues associated with economic development and underdevelopment.
- POL 355 International Relations
  - The course in international relations is the study of relations between different nations of the world with an emphasis on understanding the political implications of international security matters and the international political economy. The topical emphasis on nationalism, diplomacy, conflict, international organizations and actors, human rights, political economy, and key global issues offers insights into the principles of identity, cooperation, and the use of power in an international context.

  Platform: eCollege

Adjunct Faculty, Central Texas College
- HMSY 1370 IT Security – Homeland Security
  - This course covers the basics of information technology security. Topics covered are: the use of cybercrime by terrorist organizations and their impact on our nation's information-based infrastructure, government, corporative and private instructions and citizens; how to protect data and infrastructure from cybercrimes and electronic terrorism. Desktop computer, organizational infrastructure, communications infrastructure, and network security will also be covered. This course includes a study of the uses of computer forensics and methods of defend against cyber-attacks. It will examine applications with proven success and time them to real-life scenarios.
- GOVT 2304 Introduction to Political Science
  - Introductory survey of the discipline of political science focusing on the scope, and methods of the fields, and the substantive topics in the discipline including the theoretical foundation of politics, political interaction, political institutions and how political systems functions.
- GOVT 2305 Federal Government
  - Origins and development of the U.S. Constitution, structure, and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties, and civil rights.

- GOVT 2306 Texas Government
  - Origins and development of the Texas constitution, structure, and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.
- COSC 1301 Introduction to Computing
  - Overview of computer systems- hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics and databases. Current issues such as the effective computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count towards a student's major field of study in business or computer science.
- BCIS 1405 Business Computer Applications
  - Students will study computer technology, hardware, and software related to the business environment. The focus of course is on business productivity software applications and professional behavior in computing, including word processing (as needed) spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.
- BMGT 1327 Principles of Management
  - Concepts, terminology, principles, theory, and issues that are in the field of management.
- ITSC 1301 Introduction to Computers
  - Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources.
- ITSC 1405 Introduction to PC Operating Systems
  - And introduction to personal computer operating systems including installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.
- ITSC 1409 Integrated Software Applications I
  - Introduction to business productivity software suites using word processing, spreadsheets, data bases, and/or presentation software.
- ITCS 1415 Project Management Software
  - Use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools.

Platform: Blackboard 9.1, Multimedia, and Face to Face

Professional Positions

Adjunct Faculty/Subject Matter Expert, Louisiana State University – Alexandria, LA

Sept 2015 – Present

- Research and select instructional materials for course.
- Develop and evaluate assignments, discussion boards, research papers, testing items for assessment of core competencies.
- Articulate and implement best practices related to subject matter.
- Recommend changes to course as needed.
- Create and maintain syllabus and written instructional materials, lesson plan, and author exams.
- Maintain Gradebook and attendance documents.
- Communicate to online students via email and respond to their concerns promptly.
- Encourage critical thinking skills through classroom discussions.
- Adhere and enforce federal privacy laws.
- Research new materials to enhance classroom activities.
- Provide academic and vocational guidance to students as needed.
- Demonstrate good organization and planning skills.
- Upload and post all final grades

NCO Lead Instructor, Central Texas College: Ft Hood, TX   **Aug 2015 – Present**
- Adhere and enforce military contract requirements
- Maintain Gradebook and attendance documents.
- Provide academic and vocational guidance to students as needed.
- Demonstrate good organization and planning skills.
- Upload and post all final grades

Adjunct Faculty, Tarrant Community College Connect: Ft Worth, TX   **Aug 2015 – Present**
- Create written instructional materials, lesson plan, and author exams.
- Maintain Gradebook and attendance documents.
- Communicate to online students via email and respond to their concerns promptly.
- Encourage critical thinking skills through classroom discussions.
- Adhere and enforce federal privacy laws.
- Research new materials to enhance classroom activities.
- Provide academic and vocational guidance to students as needed.
- Demonstrate good organization and planning skills.
- Upload and post all final grades

Adjunct Faculty, Perimeter College at GSU: Clarkston, GA   **March 2015 - Present**
- Create written instructional materials and lesson plans.
- Encourage critical thinking skills through Discussion Forums.
- Maintain gradebook and attendance documents.
- Communicate with online students via email and respond to their concerns promptly.
- Research new materials to enhance classroom activities.
- Adhere and enforce federal privacy laws.
- Monitor student progress and activities
- Demonstrate good organization and planning skills.
- Upload and post all final grades

Adjunct Faculty, Everest University: Santa Ana, CA   **July 2014 – April 2015**
- Document student progress and activities using Talisma
- Create written instructional materials and lesson plans.
- Encourage critical thinking skills through Discussion Forums.
- Maintain gradebook and attendance documents.
- Communicate with online students via email and respond to their concerns promptly.
- Adhere and enforce federal privacy laws.
- Demonstrate good organization and planning skills.

Adjunct Faculty, Ashford University: San Diego, CA   **Aug 2013 – Aug 2015**
- Encourage critical thinking skills through Discussion Forums.
- Maintain gradebook and attendance documents.
- Communicate with online students via email and respond to their concerns promptly.
- Research new materials to enhance classroom activities.
- Adhere and enforce federal privacy laws.
- Monitor student progress and activities
- Demonstrate good organization and planning skills.
- Upload and post all final grades

Adjunct Faculty, Central Texas College: Killeen, TX   ***March 2010 – Present***
- Create written instructional materials, lesson plan, and author exams.
- Maintain Gradebook and attendance documents.
- Communicate to online students via email or telephone and respond to their concerns promptly.
- Encourage critical thinking skills through classroom discussions.
- Adhere and enforce federal privacy laws.
- Research new materials to enhance classroom activities.
- Monitor student activity using Early Alert Software designed by Hobsons Enrollment Management Technology.
- Provide academic and vocational guidance to students as needed.
- Demonstrate good organization and planning skills.
- Upload and post all final grades

Subject Matter Expert / Course Reviewer: Central Texas College, Killeen, Texas   *Oct 2010 - Present*
- Research and select instructional materials for course.
- Create and maintain syllabus.
- Develop and evaluate assignments, discussion boards, research papers, testing items for assessment of core competencies.
- Articulate and implement best practices related to subject matter.
- Recommend changes to course as needed.

Instructional Design/Course Developer: Central Texas College, Killeen, TX   *May 2012 – Feb 2014*
- Directs activities of the course development/revision team from start to finish; including identifying, receiving and inputting content from previous course masters, departmental syllabi, textbooks and publisher ancillaries, and Content Reviewers to produce accurate and complete courses with meaningful activities that engage the learner.
- Coordinates with and assists other Instructional Design Specialists as required to ensure consistency of content and rigor between different delivery modes.
- Checks courses for compliance with best practices and with SACS-COC, THECB, ADA, usability, and copyright regulations and requirements.
- Participates in program improvement efforts through end-user evaluations and uses analysis of results for corrections and enhancements.
- Designs, develops, and implements training in multiple formats for staff, faculty and students
- Trains and assists faculty in utilizing technology to enhance learner engagement, interaction, and communication.
- Collaborate with teams in the development, adaptation, revision, and delivery of college-level curricula in a distance education environment.
- Establish timelines and complete assigned tasks with minimal supervision.
- Demonstrates ability to use MS Office, HTML, Dreamweaver, Photoshop, Blackboard, Sakai, Go-To Meetings, Wimba, and other design tools, desktop operating environments, desktop conferencing tools, and web-based learning management systems.

Coordinator, NCPACE Recruitment & Retention: Central Texas College, Killeen, TX *Oct 2009 – May 2012*
- Coordinate student recruitment and retention programs in support of the Navy College Program for Afloat College Education (NCPACE) contract.
- Coordinate NCPACE outreach/recruiting events and information.
- Coordinate with IT and/or Student Services personnel to facilitate data extraction and ensure data compatibility.
- Provided quality assurance by ensuring mass communications reached targeted audience based on location, degree, branch of service, & last term registered.
- Provide academic guidance to students located globally via telephone and email.
- Assist in developing, maintaining and facilitating Department of Navy contract.
- Develop benchmarks and create goals and objectives.
- Collaborate with consortium colleges, deans and associate deans in order to meet Department of Navy contractual obligations.
- Develop and implement student communication program via Hobson's EMT system and provide training and support as needed.
- Create and manage departmental budget and responsibilities.
- Design and implement student satisfaction and retention programs.

Network Analysis / Consultant*: Centex Technologies, Killeen, TX   *2009 – 2011*
- Hire, train, and supervise staff personnel
- Assess client needs regarding online applications
- Create, develop, and maintain websites using various applications
- Built computer systems for client as well as those used in my small business
- Consult physicians and clients on computer systems and software applications
- Develop curriculum and conduct classroom instruction for Microsoft Suite
- Develop benchmarks and create goals and objectives
- Design and service of LAN/WAN/VPN Network Solutions, Firewall security, and wireless solutions
- Manage tasks such as traffic and load control, address management, and monitoring the network software
- Trouble shoot, governance of Internet regulations and IT industry competition policies

Instructor and Course Development: Continuing Education, Central Texas College,   **2006 – 2010**
- Develop curriculum for Microsoft Suite classes such as Word, Excel, PowerPoint, Internet and Outlook. Additional classes include Blackberry, Facebook, E-bay Buying and Selling Online, and Electronic Medical Records
- Conduct classroom instruction for computer classes
- Assess student progress
- Create publications for instruction for Microsoft Office
- Provide vocational guidance to students as needed

Coordinator, Distance Learning Records & Registration: Central Texas College, Killeen, TX *2006-2009*
- Administrate, hire and train staff personal
- Assist in developing, maintaining and facilitating world-wide Department of Defense (DOD) contract
- Responsible for fulfilling DOD contractual obligations regarding distance learning registrations
- Provided quality assurance by verification of registrations based on student location, tuition rate, branch of service before uploading file into Datatel
- Department regarding DOD section creation
- Responsible for creating and maintaining cohesive team to include life-skills training and team building
- Collaborating with other departments to meet DOD contractual obligations
- Create and manage departmental budget and responsible for all purchases
- Develop benchmarks and create goals and objectives
- Produce online enrollment and registration reports and verification of cert rolls and grade books

Distance Learning Online Mentor: Central Texas College, Killeen, TX   *2002 - 2006*
- Provide academic guidance to students located globally via telephone and email
- Provide communications to instructors and students through email
- Navigate students through virtual classroom, Blackboard
- Create newsletters, publications, brochures, PowerPoint presentations and website
- Develop and coordinate on-campus and off campus activities for a diverse student population on topics of importance for all students
- Process registrations, drops and withdraws for global students
- Conduct teambuilding activities

Learning Management Systems

Blackboard 9.1, eCollege, WebCT, D2L Corporation (previously known as Desire2Learn), Canvas, Moodle, and Sakai

Book Review

Campia, M. (2013). *Security+ Guide to Network Security Fundamentals, 4th Edition.* Boston MA: Cengage Publisher.

Subhani, A. (2014). *Intro to WWW Marketing, 1st Edition*, Bloomington, IN: Abbott Press

Business and Technical Training and Certifications

Computing Fundamentals	CSS for Developers
PowerPoint 2013 Essential Training	CSS Fundamentals
Designing Websites form Photoshop to Dreamweaver	Dreamweaver CS6 Training
Dreamweaver CS5: Getting Started with HTML5	HTML Essential Training
IOS4 Web Applications with HTML5 and CSS3	Managing CSS in Dreamweaver
Web Accessibility Principles	Web Design Fundamentals
XHTML and HTML Essential Training	HTML5 First Look
HTML Essential Training	Teaching Techniques for Adults
Blackboard 9.x Essential Training for Instructors	Camtasia Studio 8 Essential Training

Certiport: Computing Fundamentals, Key Applications, and Living Online

Technical Skills	
Datatel	E-Mail
SafeAssign	Hobsons EMT
Turnitin	MS Word
Adobe	MS Excel
Dreamweaver	MS FrontPage
Photoshop	MS Office
CSS (Cascading Style Sheets)	MS Outlook
HTML (Hypertext Markup Language)	MS PowerPoint
Snagit	MS Publisher
Internet	XML (Extensible Markup Language)
Firewall	Windows Operating Systems
Flash	XHTML (Extensible HyperText Markup Language)
PC Desktop/Workstation	Windows 8
Windows Vista	Go-To-Meeting
Blackboard	Pearson eCollege
Sakai	Desire2Learn
Canvas	WebCT
Skype	Wimba
Collaborate	Talisma

Professional and Scholarly Presentations

Electronic Medical Records – Tracking Patient Data
How to Add Images to Your Document
Increase Your Voting Knowledge
Motivation Speaker
Using Hobson's EMT to Track Student Data

Awards and Honors

St Mary's Dean List
Epsilon Delta Pi

Professional Affiliations

Member, Central Texas College Faculty Senate
Member, Texas Community College Teachers Association (TCCTA)
Member, International Political Science Association
Member, Multimedia Educational Resource for Learning and Online Teaching (MERLO)
Member, American Political Science Association
Member, Texas Distance Learning Association (TXDLA)
Member, People-to-People International
Member, Association of International Educators (NAFSA)
Member, Center for Strategic and International Studies
Member, World Affairs Council San Antonio
Member, CompTIA
Member, Association for Computing Machinery

Community Service

Board of Directors, Member, Rotary International
Member, Food For Families Annual Food Care Drive
Board of Directors, Member, Killeen Sister Cities Athletic Exchange Program
Member, Matamoras Mexico Water Well Project
Member, Rotary Service Projects: Free Health Clinic
Advisor, Central Texas College Rotaract
Volunteer, TEDx Augusta 2015

References

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