# Education

**Texas Woman’s University, Master of Business Administration** December 2017

Executive Track | Management Focus

### Capstone Project: Comprehensive business case analysis for proposed company - Team of six authored paper and prepared presentation on a subscription based financial services model

**Texas Woman’s University, Bachelor of General Studies** December 2011

Criminal Justice and Health Studies Concentration

## Relevant Coursework

Management Operations | Strategic Information System | Human Resource Administration | Business Leadership Organizational Behavior in Business Administration | Managerial Decision Making | Marketing Management Managerial Accounting | Managerial Finance | Business Ethics and Legal Environment Consumer Ethics

Business Strategy and Policy

# Teaching Experience

**Texas A&M Corpus Christi** August 2021 - present

**Adjunct Instructor, Business Communications** – *asynchronous online*

August 2023 - present

* Use Cengage/MindTap tools for varied assessment and activities
* Incorporate professional development discussions and assignments for career readiness
* Provide supplemental sources to enhance engagement, encourage discussion and development of communication skills relevant for employment opportunities
* Support departmental initiatives and guidelines and fosters effective communication with colleagues
* Seek mentorship from department administrators and faculty, and pursues professional development opportunities

**Instructional Assistant**, **Business Communications** **and Principles of Management*,*** *asynchronous online*

Fall 2021, Spring 2022

* Assist professor in building curriculum such as discussion board topics and assignments
* Identify business articles and online material to supplement learning
* Help students needing additional support by referring to TAMUCC resources
* Assess student feedback to identify course improvements and brainstorm implementation of creative ideas to support needs of online learners

### Grader, Organizational Behavior, asynchronous online

### Spring 2022

* Provide prompt grading support that follows professor’s guidelines for assignments
* Communicate effectively with professor and students to address any grading issues or questions

**University of North Texas** August 2019 – present

**Instructor,** ***Career Readiness - First Year Seminar,*** *asynchronous**online*

Fall 2023

* Monitor student engagement, course assignments and facilitate check in requirements
* Engage with all assigned students for career development feedback on resumes, mock interviews, and LinkedIn profile.

### Adjunct Instructor

### G. Brint Ryan College of Business, Department of Management

### Essentials of Organizational Behavior, asynchronous online – Fall 24

***Management Concepts,*** *asynchronous online*– Spring 23, Fall 23, Spring 24

* Deliver approved curriculum, aligns course structure and expectations to support goals and initiatives in the Department of Management
* Familiar with Open Stax resources
* Enhance courses with additional professional development resources and event opportunities to grow network and identify opportunities
* Utilize plagiarism, browser, and proctoring tools. Include peer reviews and AI directives for clarity and

accountability

* Demonstrate high level of professionalism and effective communication with students, staff ,and faculty

***Careers and Professional Development Strategies for Business,*** face to face

### G. Brint Ryan College of Business, Department of Management

### August 2019 – present

*Introduces the process of career planning and decision making by integrating knowledge of self with business concepts and business career opportunities. Emphasis on business communication skills, strategic thinking, research, and networking*

* Deliver course in face to face, hybrid, and fully online model for up to 104 students per section
* Organize, present, and engage with students using various online platforms and programs including Zoom, Microsoft Teams, Canvas, Blackboard, Big Interview, Turnitin.com, Kahoot, LinkedIn Learning, and Handshake
* Facilitate access to talent acquisition specialists, corporation representatives, and alumni for guest presenters, networking and mentorship opportunities
* Incorporate Student Money Management Center presentation as a featured guest speaker
* Develop projects to help gain and practice soft skills, presentation skills, verbal and written communication skills, and interviewing skills
* Encourage business research and analysis with career research reports
* Create curriculum relevant to business student needs using podcasts, blogs, and news articles on current business topics
* Manage course grader

***University 101,*** *face to face*

Summer 19, Summer 21

*First year student academic success orientation program*

* Presents topics using videos, games, written and verbal activities, group assignments, and peer interaction to help foster a sense of community and belonging
* Offers resources for time management, health and well-being, academic planning, tutoring, department information, career readiness, library use, communication, and student expectations

## Texas Woman’s University – Learning Frameworks: The First-Year Experience, *face to face*

## Fall 18

*Research and theory of learning, cognition, and motivation; and application of learning strategies. Effective integration of learning theories with academic skills, personal well-being, and resource utilization*

* Used the Socratic Method to stimulate critical thinking and dialogue
* Created projects to practice basic research methods and professional writing
* Developed soft skills by having students present and write in discussion boards
* Facilitated Book in Common and engaged in critical thinking activities to discuss business, social, and personal value themes presented
* Presented strategies for student success and collaborated with academic units and student services to provide resources

# Professional Experience

**University of North Texas** November 2018 – present

*Associate Director* June 2024 – present

* Lead strategy for Student Athletes, Graduate Student, and Alumni Committee. Serve department in various leadership capacities and support multiple projects including content creation, survey creation and implementation.
* Provides updates for website information and support student worker professional development initiatives
* Manage 3 Career Coaches serving the College of Education
* Provide career support for Advanced Analytics and Interdisciplinary Masters Students by collaborating with department faculty, designing Grad TA Professional Development Program, and advising students 1:1
* Developed junior level college specific curriculum, including resources and workshops
* Serve as mentor to staff and student workers

*Assistant Director* March 2023 – June 2024

* Leading hiring and training strategy for 3 career development specialists for College of Education
* Completes special projects, including presentations, events, and content creation
* Co-chair Graduate Student and Alumni Career Center Committees

*Career Development Specialist – Alumni and Graduate Students* November 2019 -March 2023

* Nominated for a Steve Miller Outstanding Employee Award March 2022
* Led mentoring session, *Creating A Career Plan* for current employees
* Guides clients in creating career management and professional development goals in individual sessions
* Coordinates and manages all aspects of projects, including securing presenters, promotion, completing social media and marketing requests, and distributing assessment pieces
* Maintains and updates specific area of website
* Collaborates with graduate school and faculty to provide career support through multiple channels,
* Serve on committees: Alumni, Co-Chair, Graduate Student, Co-Chair, International Students, member

**Texas Woman’s University** June 2015 - November 2018

*Graduate Business Academic Advisor*

* Advised MBA students from enrollment to graduation to assist in successful degree completion
* Helped the College of Business promote programs through prospective student information sessions virtually and in person
* Supported faculty to resolve students’ issues with accurate and timely documentation and completion of requirements of university departments

# Presentations

## University of North Texas

*Create original content and present interactive workshops virtually and face to face Selected Presentations include:*

* Imagine PhD - Career exploration and preparation tool for doctoral Humanities and Social Science students and postdoctoral scholars
* Resume | CV | Job Search | Interviewing | Networking | Personal Branding | Salary Negotiations | LinkedIn
* Tailored sessions for Communication Studies, Psychology, Higher Education, Department of Audiology, Speech and Language Pathology, and Music History, Women’s and Gender Studies, Theory, and Ethnomusicology Departments
* Making a Career Change and Identifying Your Strengths
* Student Money Management Center Podcast: Navigating an Uncertain Job Market
* Chaos Plan: Career Management During Uncertainty
* Job Search Support for International Students
* Preparing for Graduate School

## Texas Woman’s University

Student Teaching and Assignment Recognition Poster Symposium

*Exploring Personal Values Using Book in Common*

# Professional Service

Mentor, foster care alumni and Division of Student Affairs| Mock interview, persons with disabilities | Team lead, Supporting Staff at High Levels| Co-Advisor Student Organization, Second Opportunities Networking Group for Students with Current/Prior Justice Involvement | UNT Engage | 3 MT Preliminary Round judge | Parent/Transfer Orientation | Undergraduate and Graduate New Student Orientations

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| **Additional Training and Certifications**  Getting Talent Back to Work – SHRM – 2024  Call to Serve Network Federal Career Advisor – Partnership for Public Service 2024  Accountable Supervisor Training 2023  Online Course Design and Instruction Workshop 2023 |  |  |  |  |  |
| Veterans at Work Certificate – Society for Human Resource Management (SHRM) 2021 |  |  |  |  |  |
| University of North Texas Organizational Development and Engagement New Supervisor Orientation: Foundations of Supervision | Successful Coaching | Employee Engagement | Behavioral Interviewing | Effective | |  |  |  |  |
| Documentation | Progressive Disciple | Positive Approaches | Multi-generational Workplace Facilitating Evaluations  2020 | | |  |  |  |
| Bloomberg Financial - Basic Market Concepts Certificate 2018 |  |  |  |  |  |
| **Organizations and Associations**  National Association of Colleges and Employers | 2018 - present | |  |  |  |
| National Career Development Association | 2018 - present | |  |  |  |
| Graduate Career Consortium | 2018 - present | |  |  |  |
| Global Community for Academic Advising – NACADA member |  | 2018 |  |  |  |
| SHRM member |  | 2017 |  |  |  |
| World Affairs Council – Student Chapter – President |  | 2017 |  |  |  |
| Phi Alpha Theta ETA NU – History Honor Society |  | 2011 |  |  |  |
| Epsilon Omega Epsilon – Online Education Honor Society |  | 2011 |  |  |  |
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