Rebecca L. How

1313 Angelina Bend Denton, TX 76205 (940) 565-1327

Professional Experience

Highly effective trainer and instructor
Well organized; strong at program development and implementation
UNT Supervisory Building Blocks graduate
Proficient in Microsoft Office Products
Proficient in Adobe Creative Suite

Related Professional Experience

Associate Director Faculty Information Systems 2018 – Present

- Tenure and Promotion
- Annual Review
- Workflow Training

Assistant Director II/Program Project Coordinator September 2005 – 2018

- Collection and Analysis of data for Department
  - Qualtrics Survey development and implementation
  - NetDragon – special project
  - TracDat
- Asset Management
  - Inventory management maintain database
  - Inventory Surplus
  - Certification of Inventory
- Space Survey
- Faculty Information System liaison
- Assist Faculty with Grants
- Assist Visiting Scholars
- Coordinate functions, manage and supervise the student instructional computer lab
- Coordinates activities, identifying problems and presenting solutions to Department Head
- Complete administrative functions including:
  - Budget
  - EPars
  - Requisitions
  - COGNOS
  - Scholarships
- Coordinate the Career and Technical Teacher Certification Continuing Professional Education Program
  - Assist in registration of classes
  - Maintain student records, transcripts and financial
  - TEA documentation
  - Pedagogy Review, Practice and Remediation

Business & Industry Specialist, November 1986 to May 2000
University Extension, University of Missouri, Union, Missouri

- Wrote and received state grants for business expansion and community development
- Participated in an exchange with women of Thailand to resolve women and community issues for economic growth
- Developed and facilitated educational seminars for managers to include

Research/Analysis/Evaluation

- Reviewed demographic data and labor market projections to establish program directions
- Implemented financial analysis, budgeting, forecasting, statistics and strategic planning

Education

Tarleton State University, Stephenville, Texas

- *Master of Business Administration*
- *Bachelor of Business Administration*

Awards

UNT Star Performer 2012 and 2017