

**BASIC COURSE DIRECTOR**

**FACULTY**

**CAREER SERVICES EXPERT**

**TEACHING EXPERIENCE**

University of Texas at Dallas, Richardson, TX

Jan 2014 – Current

**Senior Lecturer in Communication, Basic Course Director**

- Co-develop, manage and teach the new core requirement in Communication in Arts and Humanities, Comm 1311, launched in Fall 2014.
- Identify and hire top talent – both full- and part-time faculty – to teach 29 sections.
- Organize and facilitate technology training and orientation for 14 new instructors.
- Provide classroom observations and evaluations to enhance the classroom experience for 650 freshmen and transfer students

University of Texas at Dallas, Richardson, TX

Spring 2014

**Adjunct Faculty, Advanced Business Communications (BCOM 4350)**

- Develop curriculum to improve students' speaking and presentation skills, create social media profiles and build and maintain an online portfolio, and improve written communication skills using a hybrid system of online social media/networking and in-class assignments.

University of Texas at Dallas, Richardson, TX

Spring 2012 – Spring 2014

**Adjunct Faculty, Business Communications (BCOM 3311)**

- Engage students by applying, practicing, and perfecting cross-cultural communication experiences through a variety of oral presentation assignments to create a simulated workplace environment.
- Instill the importance of interpersonal skills, both online and in class, which are vital and valuable to students' success and professional development in their chosen career, academics, and social lives.
- Promote and embrace global cultural knowledge between students and team members to understand the value of diversity and improve the quality of communication targeted to diverse audiences.
- Provide collaborative opportunities for students to learn effective conflict negotiation skills, as well as the art of persuasion and compromise by addressing group dynamics that develop within each team throughout the semester.

University of Texas at Dallas, Richardson, TX

Fall 2007 – Fall 2011

**UNIV 1010 Instructor (formerly Rhetoric 1101)**

- Instructed and advised freshmen, developed rapport with students and aided them in achieving goals of obtaining leadership positions such as OTMs, MPAs, FYLs, UTD ambassadors, externs and interns with the goal of increasing student retention.
- Actively engaged and counseled students to analyze and examine their skills, passions, goals, obstacles, and ideas to guide them in both their career paths and academic paths.

**CAREER SERVICES EXPERIENCE**

University of Texas at Dallas, Richardson, TX

Sept. 2005 – Jan 2014

**Associate Director, Career Center**

Feb. 2012 – Jan 2014

- Direct and oversee the Resume Editing Team as well as critique, review, and proofread all forms of business communications, job-search documents, and **social media profiles**.
- Develop, support, and oversee the Programs Team's success at achieving three major programming initiatives:
  - Provide large-scale professional development programs open to all degree levels for students of all majors, such as Explore the WOW externship job shadowing program.

- Increase the visibility of the Career Center and Career Center services through "mobile programming", such as Careers Over Coffee, that reaches across all seven schools and all four Year Experiences.
- Develop targeted Tier-1 quality programs, such as the new Professional Mentor Program, by patterning after successful Tier-1 level schools' programming initiatives.

**Assistant Director, Career Center**

Aug. 2010 – Feb. 2012

- Managed, instructed, and trained the Career Development Programs Team to organize, facilitate, and market career programs and career expos for UTD students and alumni.

**Career Expos Coordinator, Career Center**

Sept. 2005 – Aug. 2010

- Developed and implemented programs and expos as well as new strategies to market career programs and services to the university community, creating wider appeal, and improving student/alumni attendance exponentially.

## AWARDS

UTD Staff Council CARE Award (Celebrate Achievement – Award Excellence)

Fall 2008

## PROFESSIONAL AFFILIATIONS and CERTIFICATES

Member of the UTD Academic Senate	2014 – Current
National Communication Association (NCA)	2014 – Current
6 Thinking Hats, UTD HR seminar	Nov. 2013
Lean In and Lead Conference	Oct. 2013
UTD Management and Supervisors Certificate	Aug. 2013
Attended UTD HR seminar “Lessons from the HR Trenches”	Jan. 2013
Metroplex Area Consortium of Career Centers, Member	2007 – Current

## OTHER WORK HISTORY

<b>UT Southwestern Medical Center</b> , Dallas TX <i>Clinical Data Specialist</i>	2002 – 2005
<b>Nortel Networks</b> , Richardson, TX <i>Market Development Advisor</i>	2000 – 2001
<b>Caliber Networks</b> , Dallas, TX <i>Facilitator</i>	1999 – 2000
<b>Saks Fifth Ave</b> , Dallas, TX <i>Department Manager</i>	1993 – 1999

## EDUCATION

University of Texas at Dallas, Richardson, TX	Dec 2006
MAIS in Communication, Management, and Public Administration	GPA 3.9
University of Texas at Dallas, Richardson, TX	May 2001
BAIS in Communication, Business, and Management	GPA 3.39