
EDUCATION

- ◆ Doctor of Education, *Higher Education Administration*, 2019
Texas Tech University, Lubbock, Texas
 - ◆ Master of Arts, *Communication Studies*, 2009
New Mexico State University, Las Cruces, New Mexico
 - ◆ Bachelor of Arts, *Communication*, 2005
Sul Ross State University, Alpine, Texas
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ACADEMIC EMPLOYMENT

ANGELO STATE UNIVERSITY

Four Year, Doctoral Degree Granting

San Angelo, Texas

Student Enrollment: 10,447

Curriculum and Instruction Department

- ◆ Adjunct Faculty

Fall 2018-Present

Course: EDG 6305, Legal and Ethical Principles, Online

Students discover that successful educational leaders make good decisions based upon a balance of ethical and legal principals. Professional educators must be thoroughly familiar with the laws that form the conceptual framework of our educational system and understand that not all situations are covered by black-and-white laws. Study of the primary sources of law that most directly affect our educational system: constitutional, statutory, judicial, and administrative with an emphasis on Federal and state regulations. The objective is to provide students the information and knowledge necessary for effective decision-making during their career as a professional educator.

UNIVERSITY OF HOUSTON

Carnegie Tier One University

Houston, Texas

Four Year, Public University

Student Enrollment: 45,364

Education Innovation and Technology, Online and Special Programs

- ◆ Associate Director

August 2017-Present

Assist with inquiries for online academic and non-credit special programs, maintaining awareness of NC-SARA and F-1/J-1 Visa requirements. Advise potential students on admission, enrollment, and transfer requirements. Manage daily operations of distance exam proctoring for online courses. Completed a formal assessment to update practices and information available to faculty, students, and proctors. Create semester-based communication on proctoring policies and practices. Monitor daily, institution-wide enrollment changes based on institutional data while maintaining awareness of institutional reporting needs. Provide annual enrollment information for non-credit courses for SACS reporting. Create and maintain OSP website and marketing for programs and services through email, social media, and attending events. Operation planning, budget oversight, and enrollment reporting for the Weekend U Saturday course program. Maintain awareness of program needs and assessment of comparable programs. Completed assessment project of online undergraduate courses for Quality Matters standards. Participation in annual review of institution MAPP and SAM operating policies. Maintain OSP information in annual institutional catalogs. Manage and develop staff and student employees. Completed Title IX training.

Conrad N. Hilton College, Executive Master of Hospitality Management Program

- ◆ Lecturer Spring 2017-Fall 2017
Course: HRMA 6197, Graduate Directed Practicum, Online
Designed for students to self-evaluate their personal leadership competence using an ePortfolio and learn key elements of leadership and talent management. The course offers an in-depth examination of factors contributing to successful leadership practices in the hospitality industry. Topics include what leadership is, the challenges leaders face, the impact leadership has and how leaders build organizations and key relationships. Emphasis is placed on leadership knowledge, approach and application. Created and implemented scoring rubrics for all assignments. Assignments scored and returned within 48 hours.
- ◆ Program Director May 2016-August 2017
Directed the relaunch of the online Executive Master of Hospitality Management program. Created and maintained program administration policies. Routinely engaged with the industry to recruit students. Created marketing collateral for email, social media, and mail marketing. Monitored budget expenditures for expenses. Strategically met program and college objectives for enrollment and program administration. Maintained constant contact with program faculty, scheduled courses, and institution catalog information. Executed student admission, progression, and graduation strategies. Analyzed trends within program areas, maintaining expert awareness of program information and change needs.

College of Technology, Human Development and Consumer Sciences Department

- ◆ Lecturer Spring 2015, Spring 2016
Course: HDCS 1300, Human Ecosystems and Technological Change, Online
An introduction to the study of human and consumer needs, values, and goals in relationship to natural, man-made, and behavioral systems within the context of dynamic technological change. Writing intensive across the disciplines of social sciences, retail and consumer science, and technological change. Research principles are emphasized and required as part of the course, including a focus on learning within a global society. Use of Turnitin for assignments. Created and implemented scoring rubrics for all assignments. Assignments scored and returned within 48 hours.
- ◆ Program Manager November 2012 - May 2016
Fostered and maintained strategic partnerships on behalf of six academic programs. Collaborated with staff to develop content for social media, external and internal communications, and marketing campaigns. Organized and executed various department, college, alumni, and community events such as orientations, recruiting, department functions, and graduation. Routine vendor interactions for program promotions and events. Liaison between the department and off-campus locations. Attended regional community college recruiting events. Oversaw student employees and assisted with two student organizations. Served on staff hiring committees for the department and college.

CENTRAL TEXAS COLLEGE

Two Year, Associates Degree Granting
Student Enrollment: 8,895

Killeen, Texas

Communications Department

- ◆ Adjunct Faculty Fall 2015 -Present
Course: SPCH 1315, Public Speaking, Online
The course entails the application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural

diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. The course also encompasses both theory and practice of communication with others, and includes research, composition, organization, and delivery of speeches for various purposes and occasions. Maintain timely communication with students. Created and implemented scoring rubrics for all assignments. Assignments scored and returned within 48 hours.

DONA ANA COMMUNITY COLLEGE

Two Year, Associates Degree Granting

Las Cruces, New Mexico

Student Enrollment: 8,241

Department of Health and Social Services, Nursing Program

◆ Academic Advisor

October 2009 – August 2012

Strengthened pre-nursing enrollment from 700 to 1,100 declared students. Developed practices promoting student access and success. Increased program inquiries through strategic print and online communication. Managed the program's bi-annual admission and readmission processes. Conducted on campus orientation sessions and attended recruiting events. Hosted workshops on study techniques for pre-program students. Designed and maintained the program's first web page and listserv. Assisted with development of academic and program policies. Assisted with grant proposals and reporting, and data collection for two state and two national accreditation reviews. Served on faculty and staff hiring committees.

NEW MEXICO STATE UNIVERSITY - ALAMOGORDO

Two Year, Associates Degree Granting

Alamogordo, New Mexico

Student Enrollment: 2,458

Humanities, Social Sciences, and Education Division

◆ Lecturer

Spring-Summer 2012

Course: COMM 265, Principles of Human Communication, Hybrid

An introduction to the study of human communication. Students learn how communication functions in a variety of situations and settings. Course combines both the theory of human communication and practice of communication. The course gives students the opportunity to put these principles into practice is covered. Some of the topics covered are public speaking, verbal and nonverbal communication, relational and interpersonal communication, intercultural communication, conflict management, and group communication.

NEW MEXICO STATE UNIVERSITY

Land Grant University

Las Cruces, New Mexico

Four Year, Public University

Student Enrollment: 25,312

Human Resources Department

◆ Graduate Research Assistant

Summer 2008

Completed special project data collection and entry in support of a university comprehensive benefits review. Effectively assisted department managers with new employee on-boarding trainings and updates to university human resource policies and procedures. Researched 16 institutions and benchmarked state regulations against current human resource policies for short-term projects. Reviewed, updated, and organized job reclassification requests and categories. Provided data support for the benefits and compensation and classification departments for their day to day operational needs.

Department of Communication Studies

◆ Graduate Teaching Assistant

Fall 2007-Spring 2009

Course: COMM 265, Principles of Human Communication, Face to Face

The course is an introduction to the study of human communication. Students learn how communication functions in a variety of situations and settings. The course combines both the theory and practice of communication. The theoretic principles of human communication while giving students the opportunity to put these principles into practice is covered. Some of the topics covered are public speaking, verbal and nonverbal communication, relational and interpersonal communication, intercultural communication, conflict management, and group communication. Implemented scoring rubrics for all assignments. Assignments scored and returned within 48 hours.

PROFESSIONAL EMPLOYMENT

Border Hotline News, Production and Marketing Assistant

July 2006-May 2007

Jett's Grill, Restaurant General Manager

August 2005- July 2006

The Hotel Limpia Dining Room, Restaurant General Manager

January 2003- July 2006

The Avenue, Retail Co-Manager

September 2000- January 2003

INTERNSHIPS

New Mexico State University

◆ Graduate Assistant, Human Resources Department

January – May 2008

Assisted with file maintenance, data entry, research, new employee presentations, employee and student benefit updates, and other areas as needed.

PRESENTATIONS

“A Review of Doctoral Student Preparation for Future Faculty Careers” presented at the Southwest Educational Research Association Annual Conference, February 2019, San Antonio

“I Didn't Prepare for This! Surviving an Online Doctoral Program as an Academic Professional” presented at the International Forum for Women in E-Learning Conference, November 2018, San Antonio, Texas

“Mentoring's Impact on Women Leaders in Texas” presented at the Texas Women in Higher Education 2018 Conference, April 2018, Frisco, Texas

“Six Steps for Mindful Career Development” presented at the Texas Women in Higher Education 2017 Conference, April 2017, San Marcos, Texas

“Interventions from the start: Using technology to reach pre-professional students” presented at the National Academic Advising Association Region 10 Conference, February 2012, Provo, Utah

“Applying theory to the basic course: Thoughts on unconventional approaches to basic course curriculum development” presented at the National Communication Association 94th Annual Convention, November 2008, San Diego, California

PROFESSIONAL AND ACADEMIC AFFILIATIONS

Southwest Educational Research Association, Member, 2019-
Association for the Study of Higher Education, Member, 2017-
Online Learning Consortium, Member, 2017-2018
Graduate Student Advisory Council, TTU, Distance Education Commission Member, 2017-2018
Texas Women in Higher Education, Member, 2016-
Houston Designed Partnership, Board Member and Chair of Education Committee, 2016
Houston Designed, Member, 2013-2015
New Mexico Academic Advisement Association, Member, 2010-2012
National Academic Advising Association, Member, 2010-2012
National Communication Association, Student Member, 2008-2009
Communication Studies Graduate Student Association, NMSU, Member, 2008-2009
New Mexico State University Teaching Academy, Sustaining Member, 2008-2009

HONORS, SCHOLARSHIPS, AND FELLOWSHIPS

Texas Women in Higher Education Leadership Development Grant, 2017
Graduate Scholarship, TTU, 2016-2017
College of Education Scholarship, TTU, 2016
HED Graduate Scholarship, NMSU, 2009 Academic Year
Honorary Doctorate, Team Mentoring, NMSU Teaching Academy, 2008
Gordon Owen Graduate Fellowship, Dept. of Communication Studies, NMSU, 2007
Lambda Phi Eta, National Communication Honor Society, Inducted 2005
Dean's Honor List, SRSU, 2004-2005

INSTITUTION SERVICE

University of Houston

- Conrad N. Hilton College Recruitment Committee 2016-2017
- Staff Council 2015-2017
 - Staff Affairs Committee, Member
 - University Hearing Board, Member
 - Communications Committee, Co-Chair
- Staff Council Cougar First Impressions 2015-2016
- College of Technology Staff Hiring Committees 2013-2015
- Retailing and Consumer Science Program, Salute to Retail Event Committee 2012-2015

Dona Ana Community College

- Pre-requisite Committee, New Mexico Nursing Education Consortium 2010-2012
- Nursing Program Regulatory Compliance Committee 2010-2012
- Community Advisory Board to the Nursing Program 2009-2012
- Nursing Program Admission, Progression, and Graduation Committee 2009-2012
- Nursing Program Faculty Search Committee, Health and Public Services Division 2011
- Scholarship Selection Committee 2010

New Mexico State University

- Communication Studies Graduate Student Association Rules Committee 2008-2009