
CAREER SUMMARY

Educator • Instructional Design • Trainer

- ***I am dedicated education professional*** with over 15 years of instructional design and educating students from around the world. I have made impactful changes to programs benefitting the students' learning.
- ***An expert in program development*** with the ability to create and implement comprehensive programs to facilitate and educate students. I have been in charge of STEM programs, literacy programs and even development of an IEP program in the Middle East.
- ***A leader and mentor*** of more than 10 teachers in Abu Dhabi over the last eight years. I was very proud of their growth.
- ***A master of IT training for the classroom***, creating fun and exciting lessons to inform and coach the teachers how to effectively use and computer applications and in the classroom for the benefit of our students and family engagement.

AREAS OF EXPERTISE

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|-----------------|--------------------|-------------------------|
| ▪ MS Office | ▪ Camtasia Studio | ▪ Higher Education |
| ▪ PowerPoint | ▪ Public Speaker | ▪ Adult Learning Theory |
| ▪ MS Excel | ▪ Team Development | ▪ Curriculum Design |
| ▪ MS Word | ▪ Case Management | ▪ Experienced Trainer |
| ▪ Adobe Captiva | ▪ Analysis | ▪ Learning Management |

PROFESSIONAL EXPERIENCE

Circle K, Raleigh, NC

2020 – Present

Convenience store and gas station corporation

Field Training Specialist

My job is to design and implement new and in place training programs. Provide installation for new accounts and troubleshoot issues

- ***Spearhead design for new food-based training program.*** I designed a new program for the new food-based initiative in our region.
- ***Graduated at the top of my cohort during training.*** I demonstrated high-quality problem solving skills.

Turning Point, Boone, NC

2018 – 2019

Turning Point provided services to individuals with IDD by hiring and staffing for clients. Clients were recipients of the Innovations Grants from Medicaid.

Case Manager (Qualified Professional)

As a case manager I was responsible for recruiting, hiring and training all staff. Also, twice a month I would process payroll. I managed a client's portfolio containing their care plan and budget. I would plan and arrange a meeting between the client and VAYA, the agency responsible for managing and compliance with the Innovation program in the Watauga area.

- ***I wrote and maintained plans and staff for 30+ clients*** during a period of approximately four months, I managed an office of over thirty clients and their staff (40+ helpers). Due to illness and cutbacks, I was left alone to run the office. I stayed focused and professional, managing then office successfully.
- ***I hired and on boarded approximately 20 individuals*** during my tenure.
- ***I helped great people get a chance to be themselves*** by being a great manager and supervising my staff, we made sure to make the lives of our clients better.

Abu Dhabi Education Council, Abu Dhabi, UAE

20011 – 2018

Council overseeing educational policies for Abu Dhabi and Al Ain

English Medium Teacher, Lead Teacher (IT Trainer)

I was responsible for teaching two cohorts of students English, Math and Science in English. As a *Lead Teacher*, I mentor and trained several teacher at a time. I trained them on behavioral management, lesson planning, classroom development and testing. Train teachers on new educational IT.

- ***I, with the help of colleagues, wrote and executed an IEP program for several school in my area.*** We collaborated with several medical professions and administration and rolled out a comprehensive program for students with special needs.
- ***I lead an outreach program for English literacy.*** The program took soon-to-be discarded, reading books and gave them to the families of our students. We held small workshops to help the parents know how to read and teach the material at home.
- ***I was the IT trainer for the schools.*** I wrote plans and trained the staff about the effectiveness of IT in the classroom, as well as, shows them how to effectively and confidently use the equipment. Typically, I used a 70-20-10 approach, but would also use small workshop to help the struggling teachers.

EDUCATION

Master of Elementary Education

University of South Carolina, Columbia, SC

Magna Cum Laude

Bachelors of Art, Anthropology

University of South Carolina, Columbia, SC

President of the History Club (USC Beaufort Campus)

Certification

Linkedin: *Become an Instructional Designer*