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(352)208-7867

Kansas City, KS, USA

Professional Skills

- eLearning
- Training & Development
- Supervising
- Data analysis
- Facilitation
- Digital Marketing
- Event planning

Education

Bachelor of Arts, University of Missouri-Kansas City

2015-2019

- Romance Languages and Literature - Spanish Emphasis
- Psychology

Certifications

Certified Trainer, International Center for Supplemental Instruction

2023-Present

- Co-conduct and lead Supplemental Instruction (SI) training workshops, as well as travel to conduct SI trainings at other universities and/or conduct virtual trainings with anywhere from 2-30 participants.
- Participate in the planning and implementation of the bi-annual International Conference on Supplemental Instruction with anywhere from 2-300 participants.

Work Experience

Assistant Director, International Center for Supplemental Instruction at UMKC

2024-Present

- Develop and execute comprehensive public relations strategies to promote ICSI's mission and initiatives.
- Engage in and support research opportunities relating to SI.
- Identify opportunities for collaboration and partnership within the education community.
- Oversee the ICSI membership program, including recruitment, retention, and benefits identification.

Academic Support Coordinator, University of Missouri-Kansas City (UMKC)

2022-Present

- Develop, manage, and assist academic support programs, specifically UMKC Tutoring and Supplemental Instruction, for improved student success and the retention of 10,000+ students.
- Hire, train, and supervise 60 student academic support leaders and graduate assistant(s).
- Collect, compile, and utilize data to initiate programmatic change and improvement and write proposals.
- Maintain a strong social media presence by creating regular content and analyzing digital trends.

K-8 Spanish Teacher, Lee A. Tolbert Community Academy

2020-2022

- Adapted instruction for 8 grade levels through diverse learning strategies, tools, and resources to meet the needs to all learners.
- Constructed over 100 different eLearning modules to facilitate learning experiences.
- Customized, designed, and implemented a yearlong curriculum including at least 4 thematic unit plans and culturally relevant lessons.

Financial Aid Student Advisor, UMKC*2018-2019*

- Utilized data entry system to assist coordinators in the auditing process.
- Contacted students identified as at-risk for federal aid verification needs, the method of payment, an outstanding balance, and account charges.

Nonprofit Representative, Ruffalo-Noel Levitz*2018-2019*

- Built a professional relationship with over 100 university alumni while providing updates on current affairs.
- Updated the contact records of over 3000 alumni.
- Solicited donations totaling over \$1,800 on behalf of various university programs.

Supplemental Instruction Leader, International Center for Supplemental Instruction at UMKC*2017-2018*

- Cultivated over 100 lesson plans in Spanish.
- Facilitated three, 50-minute sessions a week with groups ranging from 1-60 students.
- Coached and onboarded around 60 facilitators on instructional technology and SOS strategies for adult education.