

CURRICULUM VITA

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Adjunct Instructor

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EDUCATION:

- 2021 Master's Certificate, Instructional Design**, University of Wisconsin-Stout, Menomonie, WI
- 2017 Master of Arts Education**, Major: Curriculum and Instruction, Emphasis Online Teaching and Learning; New Mexico State University, Las Cruces, NM
- 2015 Master of Human Environmental Sciences**, Major: Financial Planning and Counseling, University of Alabama, Tuscaloosa, AL
- 2013 Master's Certificate, Online Teaching and Learning**, New Mexico State University, Las Cruces, NM
- 2018 Certificate, Peer Reviewer Course**, Quality Matters
- 2017 Certificate, Independent Improving Your Online Course**, Quality Matter
- 2013 Certificate, Independent Applying the QM Rubric**, Quality Matters
- 2013 Certificate, Accredited Financial Counselor (AFC)**, Military Spouse Fellow (2010), Financial Industry Regulatory Authority (FINRA) and Association for Financial Counseling and Planning Education (AFCPE)
400 hours internship – Oklahoma Air National Guard, Tulsa, OK
- 1999 Master of Science, Physical Education and Leisure**, Major: Health Promotion, Oklahoma State University, Stillwater, OK
- 1981 Bachelor of Science, Office Administration**, Minors: Management and Secretarial Science, Northern Michigan University, Marquette, MI
- 21 additional graduate hours counseling, rehabilitation, ADA**, Langston University, University of Arkansas-Little Rock, Northeastern State University

OTHER EDUCATION AND TRAINING:

- 2018 Family Finances Series: Separation & Single Parenting in the Military**, Military Families Learning Network

- 2018 Future Borrowers: Challenges and Opportunities**, The Counselor's Corner
- 2017 Student Loans & Service Members**, US Dept. of Defense
- 2017 FINRA Investor Education Foundation series**, FINRA
- 2017 Behavioral Ethics & Personal Finance: A Discussion of Morality, Bias & Framing**, US Dept. of Defense
- 2013 -2016 VITA/TCE Tax Aide Training**, AARP
- 2015 Financial Checkup Refresher Series**, Association for Financial Counseling and Planning Education (AFCPE)
- 2014 Housing and Mortgage Webinar Series**, Association for Financial Counseling and Planning Education (AFCPE)
- 2014 Social Security as Part of a Winning Retirement**, Insured Retirement Institute (IRI)
- 2014 Financial Coach Training**, Sage Financial
- 2014 Medicare**, Hosted by Social Security Administration, University of Alabama-Consumer Sciences Department
- 2013 Microeconomics, Macroeconomics**; Rose State College, Midwest City, OK

TEACHING EXPERIENCE:

- 2017 - Adjunct Instructor**, Southeastern Oklahoma State University
Courses taught (8 weeks):
Management and Organizational Behavior (F2F, Blended)
Human Resources Management (F2F, Blended, Online)
Microeconomics (F2F, Blended, Online)
Business Finance (F2F, Blended, Online)
Supervisory Management (F2F, Blended)
- 2005-2008 Senior Adjunct Instructor, Instructed 24 total courses**, Oklahoma Wesleyan University
Combination of (Oklahoma state-wide):
Courses taught (5 weeks, except as noted):
Portfolio/LL Seminar (2 weeks)
Formation of the Christian Learner (Orientation Course)
Introduction to Adult Studies (Orientation Course)
Adult Development
Executive Wellness (F2F and online)
Addiction and Mental Illness

2004 **Adjunct Instructor, Human Anatomy (w/lab)**, Tulsa Community College, Tulsa, OK

2003 **Adjunct Instructor, Medical Terminology**, Life Skills Vocational Center, Tulsa, OK

ACADEMIC EXPERIENCE:

- 2017 –** **OKC Site Director, Academic Programs, Aviation Sciences Institute**
Southeastern Oklahoma State University, Tinker AFB, Oklahoma
Summary: Directly in charge of OKC teaching sites/offices; Tinker AFB and Rose State College. Liaise with Rose State Administration regarding lease agreements, enrollments, invoicing and room scheduling. Coordinate course and program offerings for Tinker, Rose State and Web (Master's courses); supervise staff; advise prospective and current undergrad and graduate students concerning admission, financial assistance, transfer credits, prerequisites, and degree requirements; recruit and recommend new Adjunct hires for OKC Aviation programs, POC for OKC faculty; curriculum development; build and coordinate OKC course schedules at all sites; Adjunct instructor teaching assignments; student recruitment and retention; liaison with campus departments, TAFB Base Education Office, and Aviation Alliance schools.
- 2017 -** **Instructional Design Coach, Aviation Sciences Institute**
Southeastern Oklahoma State University, Tinker AFB, Oklahoma
Summary: For OKC Aviation Master and Bachelor program courses; provide Blackboard technical support, Faculty Blackboard and Quality Matters training, facilitate course delivery and Faculty and student enrollments, provide Instructional Design coaching and Quality Matters course reviews, promote Faculty/Course driven online communities, encourage Faculty continuous development.
- 2012-2017** **Coordinator Academic Programs, Aviation Sciences Institute**
Southeastern Oklahoma State University, Tinker AFB, Oklahoma
Summary: Coordinate course and program offerings; supervise staff; advise prospective and current undergrad and graduate students concerning admission, financial assistance, transfer credits, prerequisites, and degree requirements; POC for OKC faculty; curriculum development; build and coordinate OKC course schedules at all sites; instructor teaching assignments; student recruitment and retention; liaison with campus departments, Base Education Office, and Aviation Alliance schools
- 2007-2008** **Academic Counselor II, College of Arts and Sciences**
Oklahoma State University-Tulsa, Tulsa, Oklahoma
Summary: academic counseling prospective and current students; plan of study development; preliminary graduation audits; liaison with administration, academic departments, professors, financial aid, student disability services, admissions; course development; participated in financial scholarship committee, recruitment and advisement events

2004-2007 **Coordinator of Academic Records, Adult & Graduate Studies**, Oklahoma Wesleyan University, Tulsa, Oklahoma
Summary: supervision of academic advisors and support staff; administrative team policy development; teaching responsibilities at Associate and Bachelor level; liaison with administration, registrar, academic deans, assessment, recruiting, financial aid; conducted student orientations and academic advisement sessions; plan of study development; transfer credit, military DD-214 and ACE review; graduation degree audits; academic advising; directed study program development, promotion and coordination; developed College After Hours course offerings and budget.

RELATED NON- ACADEMIC EXPERIENCE:

2014-2021 **Financial Counselor (Military OneSource Contractor-P/T)**, Workplace Options, Raleigh, North Carolina

2008-2012 **Vocational/Educational Coordinator**, Community Service Council, Tulsa, Oklahoma
Summary: conduct vocational and educational assessments; develop individual educational plans towards HS diploma completion, GED and literacy goals; track participant educational progress; educational and vocational counseling; tutor recruitment, assignment and oversight; team consultation and reporting; community resource development and referrals for vocational, higher education, and job skills training; career assessments and counseling; facilitate job club

14+ years **Supervisory, Human Resources and Management**, educational, helpdesk operations, retail and financial

6+ years **Finance-Assistant Vice President**, IRA Department, Trust Co. of America, Boulder Colorado and Retirement Accounts, Inc., Winter Park, FL

5 years **Business Co-Owner, CFO**, HealthWell Lifestyle and Fitness Center, Owasso, OK

5 years **PC Hardware-Specialist**, Restoration Management Team, Sabre Corporation, Tulsa, OK

3 years **Retail-Assistant Manager**, various retail big box and small box stores

2 years **Operations Manager**, (DirecTV), West Corporation, Tulsa, OK

PROFESSIONAL INTERESTS:

Adjunct online teaching, online course development and teaching instructional design, and educational technology, financial counseling

SELECTED COMMITTEES:

- 2015, 2017, 2019,
2021** **Faculty Hiring Committee**, Southeastern Oklahoma State University
2012; 2015, 2020 **Staff Hiring Committee**, Southeastern Oklahoma State University

AWARDS AND HONORS:

- 2012** **Transformation Award**, Tulsa County Problem Solving Courts
- 2011** **Air Guard Exceptional Volunteer of the Year**, Oklahoma National Guard State Family Program
- 2008** **Women's Basketball, Sports Hall of Fame Inductee**, Northern Michigan University

VOLUNTEER SERVICE:

- 2013-2016 Tax Aide Counselor**, VITA/TCE Volunteer, AARP

PROFESSIONAL MEMBERSHIPS:

- 2015- Member**, Association for Education Communication and Technology

EFFECTIVE TEACHING:

- 2016** Curriculum program development of new Aviation Management, Production & Operations Option for Tinker AFB commenced Spring 2017; Southeastern Oklahoma State University
- 2014** Curriculum program development of web-based Master's Aerospace Administration and Logistics program; Southeastern Oklahoma State University
- 2006** Developed, coordinated and executed a Directed Study - Physical Fitness and Recreation Elective program - including developing courses, course descriptions, and curriculum syllabi (including accountability and assessments) for 15 activities from fitness classes to bowling. Approved by Academic Affairs Committee for inclusion in university catalog (remains in 2013-2014 catalog); Oklahoma Wesleyan University
- 2005** Developed, coordinated and executed a new College After Hours Program which consisted of a select curriculum of Bachelor-level Human Resources minor and/or elective courses taken in addition to the students' lock-step Bachelor cohort program. The program increased revenue approximately \$250K over a 3-year period; Oklahoma Wesleyan University
- 2005-** Developed course, curriculum and instructed Portfolio/LL Seminar
- 2007** This seminar introduces students to Adult Graduate Studies, processes and procedures for developing an Academic Portfolio, writing documentation for Professional Schools and Training, and Life Learning papers. This course provides a refresher on the fundamentals of writing as well as tips on integrating Kolb's model into adult learning.