

C H A R L E S N . I M O

SUMMARY OF QUALIFICATIONS

SKILLS AND EXPERIENCE:

- Knowledge and experience in classroom management
- Highly skilled and experienced in classroom teaching and mentoring.
- Considerable exercise of Independent Judgment related to situations of a sensitive, confidential and scientific nature.
- Knowledge and experience working and coordinating medical research activities.
- Able to utilize desktop computer and most Software (Microsoft Excel, Access, Word, and WordPerfect) to accomplish complex research tasks.
- Able to handle multiple, complex responsibilities in a timely manner.
- Highly skilled in the use of scientific instruments for biology instruction.
- Consistent record of conscientious application, reliability, and loyalty.

EDUCATION:

- **Doctor of Education (Ed.D).** - August 1988
Texas Southern University, Houston, Texas
Major: Administration and Supervision
Minor: Public Administration
Dissertation: "Communication Utilization within Administrative Setting and Institutional Effectiveness."
- **Master of Science (M.S.)** - May 1982
Texas Southern University, Houston, Texas
Major: Biology
Thesis: "Diazo-oxide Positive Substances in Mouse Hepatic Extracts as

Influenced by the Administration of Tryptophan.”

- **Bachelor of Science (B.S.)** - August 1979
Texas Southern University, Houston, Texas
Major: Biology
Minor: Chemistry

CONTINUED EDUCATION:

- A Semester Course (lecture-laboratory format) on WATER’S High Performance Liquid Chromatography (HPLC)
University of Houston, Spring 1991.
- Anatomy and Physiology/Medical Terminology.
Baylor College of Medicine, Fall 1992.
- Basic DNA Cloning and Hybridization Techniques.
Rice University (Biotechnology Training Program), Spring 1993.

EXPERIENCE:

MIDDLE SCHOOL SCIENCE TEACHER: Excel Academy, Harris County Juvenile Probation Department.
Responsibilities: Teaching Middle School Sciences to groups of incarcerated juveniles. Incorporate diverse learning activities and material to engage and interest students who seem to have lost interest in learning and in the system as a whole.
May 2008 - Present.

BIOLOGY INSTRUCTOR (PART TIME): Houston Community College Systems.
Responsibilities: Teach Anatomy and Physiology and other Biological Sciences (General Biology and Microbiology). Incorporate diverse learning activities and material to engage and interest students. Set up

labs and guide students through lab work associated with the Biological Sciences taught.
January 1994 – Present

SCIENCE TEACHER (PART-TIME): Upward Bound Houston Community System, Southeast.

Responsibilities: Taught Physics, Chemistry, and Biology to High School students in the Upward Bound Program.
June 2007 – August 2007.

RESEARCH SUBJECT PROTECTION ANALYST: Baylor College of Medicine, One Baylor Plaza, Houston, Texas 77030.

Responsibilities: Pre-review all Protocols and Consent forms, to determine their review paths (full board or expedited). Independently review and approve protocols that meet expedited criteria. Assure that key ethical/regulatory issues are adequately discussed in full board meetings. Provide administrative support and coordinate Institutional Review Board (IRB) meetings. Communicate IRB determination memos to Primary Investigators, stating if their protocols were approved, tabled, or disapproved.
Administratively review and approve minor amendments.
April 2002 – July 2006

SENIOR RESEARCH ASSISTANT: Baylor College of Medicine, One Baylor Plaza, Houston, Texas 77030.

Responsibilities: Responsible for coordinating all laboratory research activities; purchase requisitions, data entering, and training new employees on lab techniques. DNA Extraction Using Whole Blood (with Wizard Genomic DNA Purification Kit).
June 2001 – April 2002

RESEARCH ASSISTANT: Baylor College of Medicine, One Baylor Plaza, Houston, Texas 77030.

Responsibilities: Responsible for coordinating all laboratory research activities; purchase requisitions, data entering, and taking care of the research animals. DNA Extraction Using Whole Blood (with Wizard

Genomic DNA Purification Kit)
February 1988 – June 2001

INSTRUCTOR (PART TIME): San Jacinto College Central
Responsibilities: Teach Anatomy and Physiology and other Biological Sciences (General Biology, Zoology, and Plant Biology). Set up labs and guide students through lab work associated to the Biological Sciences.
January 1991 – December 1996.

INSTRUCTOR (PART TIME): Mansfield Business School; Houston, Texas.
Responsibilities: Responsible for teaching Business Math, Word Processing Concepts, Semantics, and Business Communication.
February 1989 – September 1989.

GRADUATE ASSISTANT: Texas Southern University; Houston, Texas.
Responsibilities: Assisted an Instructor in teaching and advising students.
May 1983 – December 1985.

BIBLIOGRAPHY

Abstract:

1. Schanler RJ, Abrams SA, Burns P, Imo C, Garza C. Follow up bone

mineral content measurements in human milk-fed preterm infants. *Pediatric Res* 1991;29:304A.

Acknowledgments:

1. Lifschitz CH, Carrazza F. Effect Formula Carbohydrate Concentration on Tolerance and Macronutrient Absorption in Infants with Severe, Chronic Diarrhea. *J Pediatr*, Sept. 1990;117:378-383.
2. Shulman RT, Boutton TW, Klein PD. Impact of Dietary Cereal on Nutrient Absorption and Fecal Nitrogen Loss in Formula-Fed Infants. *J Pediatr*, Jan. 1991; 118:39-43.