

DEANDREA “DEE” WOODY

5130 Cheena * Houston, Texas 77096 * 713-480-7488 * dwoody@intelletech.net

PERSONAL SUMMARY

A proven leader with significant responsibility and expertise at senior administrative levels, I deliver a strong background as both a visionary and trendsetter for institutions of higher learning. My extensive track record shows precise engagement in entrepreneurial, continuing education, and community service program endeavors. As a multi-purpose professional of varying degrees in diverse arenas, I have relied upon my innate ability to liaison amongst multiple entities within and without the HCC community to further advance the stated purpose and mission of the institution. As a forward thinking professional, I am relentless in my pursuit of more opportunities that will continually cement HCC's position as a stalwart and pinnacle in the education arena of the Greater Houston area. I bring an uncanny desire to succeed and an unwavering commitment to excellence. I am advantageous to those that discover the magnitude of many skill sets, embrace them, and allow each expertly honed asset to grow, cultivate and expand.

PROFESSIONAL SUMMARY

Over **fifteen** years of corporate and software training experience for a multitude of clients across a vast array of industries. Recognized for an exceptional ability to develop, sell, and conduct enthusiastic and motivating training programs on for multiple subject matters including, but not limited to, computer software applications, network administration, customer service, and public speaking. Marketed and sold these products and services to a diverse clientele including computer training centers, local community colleges, law firms, oil and gas companies, and non-profit organizations.

SELECTED ACCOMPLISHMENTS

- Assists the Director of Extended Learning in the marketing, planning, organization, development and facilitation of the delivery of non-credited education programs.
- Forecasts, develops, organizes, plans, markets, and facilitates customized training contractual initiatives to meet the needs of target market in the Greater Houston area market.
- Develops marketing plans and strategies to promote Extended Learning courses, programs and services to increase enrollment and training contracts.
- Responsible for instructional and operational aspects of the Extended Learning program(s) assigned including oversight of the Extended Learning programs staff, development and monitoring of scheduled classes, class evaluations, production of monthly enrollments and revenues of statistics, securing classroom locations, equipment, technical support and student advisement.
- Develops, implements, and monitors new programs based on keenly researched and formulated community and business needs and input. Recruited numerous students for advance computer and keyboarding classes at HCC.
- Instrumental in designing and developing instruction for **Synchronous Delivery & Content Creation Tools Title V workshop** http://sophia.hccs.edu/TitleV/e_upcoming.htm?date=09-24-2005&subj=Technology which demonstrated how to use multimedia to create and maintain

synchronous instructor lead, hybrid, and fully functioning online classes through the usage of Macromedia Captivate, Camtasia, TCscreen, FTP, HTML, Mapedit, and Helix Producer

- Designed and delivered an Office Etiquette Workshop for the entire South East Campus. Created two Distance Education courses for the School of Business Technology
- Trained a multitude of employees from various Fortune 500 and 1000 firms both locally and across the country on all levels of Microsoft Office Suite of Programs and Microsoft Project
- Managed website for “Title V Faculty Development”
- Developed Microsoft® Excel and MS Word for Windows training procedures and materials for various Fortune 500 firms.
- Implemented and managed corporate library
- Developed feasibility studies on accidental injury/illness in conjunction with OSHA for implementation and approval by corporate executives
- Coordinated and managed fund raisers for multiple non-profit organizations

Courses Taught

- Help Desk Support, A+ Certification, MS Office (all levels of Word, Excel, Access, & PowerPoint), MS Project, and Networking Essentials
- Introduction to Computers, and Networking Essentials
- **Collaboration** - Lotus Notes R5, MS Outlook 2000 and XP
- **Accounting** – All levels of QuickBooks Pro, Peachtree, MS Excel and Quicken
- **Word Processing** – MS Word 2000 and XP, PowerPoint and Corel Draw.
- **Database** - MS Access, FileMaker Pro 5.5.
- **Professional Skills** - Help-desk Support, Secretarial Procedures, Keyboarding I and II, Medical and Legal Transcription, Business Math, and Presentation Skills.
- **Networking** - Windows NT Server and Workstation 4.0 - Microsoft SQL Server v6, Enterprise, Core Technologies, Administration and Networking Essentials.
Working knowledge of, Web Development, Dreamweaver 8, HTML, and Visual Basics.

ACADEMIC PREPARATION

Professional Development Workshops – Landmark College 2006

Universal Design for Instruction
TLE Certified 2009

Masters Training and Development – Graduated

University of Houston - Central, Houston, Texas
Educational Research, Global Leadership in Training, Methods of Adult Learning, Marketing Education, Instructional Design, Human Relations, Assessment and Evaluation in Technology, Foundation of Training and Development, and Methods of Adult Learning.

Bachelors Business Administration – Major - Finance/Banking

Texas Southern University, Houston, Texas

Extracurricular activities: Student Government, and Banking and Finance Club

Associates in Business Administration – Major – Business Management/Secretarial Procedures

Lee College, Baytown, Texas

Extracurricular activities: Dance Team

Microsoft Certified Professional (MCP)

- Implementing and Supporting Microsoft Windows NT Server 4.0
- Implementing and Supporting Microsoft Windows NT Server 4.0 in the Enterprise
- Implementing and Supporting Microsoft Windows NT Workstation 4.0
- Networking Essentials
- Transmission Control Protocol, Internet Protocol (TCP-IP)

Registered Representative (Real Estate Securities), successfully completed the Federal and State Series 22 and 63 Exams

RESEARCH

- *Theory vs. Practice... Which Informs HRD more – Theory or Practice?* in partial fulfillment for the completion of Educational Research
- *What readers bring to the text and find between the lines is even more important than what was written...Advances towards a Knowledge Based Society through Reflections on humor, praxis questions and attribution theory.* in partial fulfillment for the completion of Educational Research
- *Students with Disabilities* in partial fulfillment for the completion of Educational Research, Spring 2003
- *Motivating the Adult Learner* in partial fulfillment for the completion of Educational Research
- *Adult Perceptions: An Examination of Text Editing with Effective Training*, in partial fulfillment for the completion of Educational Research

PROFESSIONAL EXPERIENCE

Program Manager – HCC Corporate College 2008 – Present

Owner – Intelletech 1990 – Present

Software training company specializing in Microsoft Office Suite, VB Excel and MS Project. Client listing included IBM, ExxonMobil, Jackson Walker, L.L.P., Nortel Networks, Telvent, Trident Industries, LLC, United Way, Cambridge Knowledge Systems, Reslink, City of Houston, Cingular Wireless, Connect Houston,

Boykin Business Solutions, American Central Power & Light, L. Bush and Company and Mehaffey Weber L.L.P.

Adjunct Faculty 1996 - Present

School of Business Technology, Houston Community College, Houston, Texas

Instructor 1997 - 2002

Micro Center Education, Houston, Texas

Public School Teacher Substitute Teacher 1995 - 1997

Houston Independent School District

Moonlighting Trainer/Consultant 1994 – Present

Leading Edge Executive Services (a.k.a. IntelleTech)

Executive Secretary (1994 – 1995)

Diamond Offshore Drilling

Administrative Assistant (1990 – 1994)

Houston City Temporaries – Satisfied customers included Exxon Co. U.S.A. (Spent 3 1/2 years as an OSHA Administrator), American Cyanamid, CRSS, American Productivity Point, Ernst & Young L.L.P., and Digital Equipment.

Licensed Sales Assistant. (1987 – 1990)

Rauscher Pierce & Refnes, Inc

AWARDS / AFFILIATIONS

- Member American Society of Training and Development (ASTD)
- Awarded Exemplary Teaching Award in the Help Desk Training Program at Houston Community College
- Unconditional Acceptance into U of H Graduate Program. Scored 41 on Miller Analogies Test (MAT)
- Recipient GATF Fellowship
- Certified Toast Master – Toastmasters International