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| **Donny L. Leveston, ABD**dlleveston@gmail.com |
| ***OBJECTIVE:*** Qualified doctoral candidate with an emphasis in Higher Education Leadership, Management, and Policy seeking to fill a position in higher education to aid the growth of the college or university and myself. |
| ***EDUCATION*** |
| Walden University School of Education, Higher Education Leadership, Management, and Policy, Ph.D. 2/2016-Present, Projected Graduation, 4/2024 GPA: 3.83 University of Houston-Clear Lake School of Education, Principalship, M.S.2014-2016, Transfer GPA: 3.66University of Houston-Clear Lake School of Human Sciences and Humanities, Literature, M.A. 2006-2008 GPA: 3.66University of Houston-Downtown School of Social Sciences and Humanities, English, B.A.Cum Laude2006-2008 GPA: 3.40Houston Community College-Northeast, Liberal Arts, A.A. Honors2002-2004 GPA: 3.35Universal Technical Institute, Automotive and Diesel Technology, A.O.SSumma Cum Laude GPA: 4.0Knapp College of Business, Business Administration, A.A.S.Highest Honors1988-1990 GPA: 4.0  |
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| ***COLLEGE LEADERSHP SKILLS*** |
| * Transformational, visionary, and charismatic leadership style
* Lifelong learner
* Lead by example
* Effectively address diversity in higher education programs and policies to support student development
* Academic Couse Guide Manual (ACGM): understand and implement the required provisions for approving lower level, general academic transfer courses
* Workforce Education Course Manual (WECM): understand and implement the statewide inventory for workforce education courses offered for semester credit hours and continuing education units (CEUs)
* Texas Higher Education Board (THEB)
* Knowledge of procedural requirements for accreditation as mandated by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
* Knowledge of procedural requirements for accreditation as mandated by the Higher Learning Commission (HLC)
* Knowledge of procedural requirements for accreditation as mandated by the Western Association of Schools and Colleges (WASC)
* Exhibit leadership in program evaluation, strategic planning (compass) and budgeting, and assessment
* Data analytics expert in quantitative data utilizing IBM SPSS; qualitative expert analyst utilizing NVivo, Raven’s Eyes, and Qualtrics software packages
* Utilize current research to address critical issues in higher education
* Effective written and verbal communication skills
* Collaborate with a variety of stakeholders
* Build positive relationships
* Foster community partnerships
* Disciplined
* Entrepreneurial
* Gratitude
* Facilitate continuous improvement within the higher education settings
* Promote positive social change through leadership
* Apply effective technology strategies to support higher education settings
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| ***TEACHING EXPERIENCE and LEADERSHIP*** |

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| **Houston Community College-Central** Houston, TXProfessor of English: Composition 1301 and 1302: Introduction to Humanities 1301 2010-Present Note: Please, review “College-Level Classes Taught”Veteran Student Organization Faculty Advisor 2010-Present |
|  **Lake Road Educational Center**District Alternative Education Program Campus | La Marque, TX2007-2010 |
| As a teacher teaching in an alternative environment, building positive relationships with the students is crucial to their success. Performed administrative duties as the assistant principal for the building principal. |
| **University of Houston-Downtown***Computer Lab Assistant/Writing Tutor* |  Houston, TX 2004-2006 |
| In this capacity, the primary functions were to assist college students with various computer software, electronic publishing, data base building, and webpage designing. In addition, secondary functions were to provide students tutorials on their academic writing and various writing tools to support them in their writings. |
| **Pin Oak Middle School** | Houston, TX |
| *After-School Tutor* 2002-2004 |
| ***COLLEGE-LEVEL CLASSES TAUGHT*** |
| **English for Speakers of other Languages** |
| Beginning Conversation for Foreign Speakers |
| Intermediate Conversation for Foreign Speakers |
| Advanced Conversation for Foreign Speakers |
| **Developmental English** |
| Fundamentals of Grammar and Composition I |
| Fundamentals of Grammar and Composition II |
| **English Composition** |
|  Composition I |
|  Composition II |
| Introduction to Creative Writing |
| Creative Writing II |
| Technical and Industrial Correspondence and Report Writing |
| British Literature: Beginnings to Neoclassical |
| Early American Literature |
| Introduction to Fiction |
| Introduction to Multicultural Literature |
| American Literature Since the Civil War |
| **Humanities** |
|  | Introduction to Humanities 1301 and 1302Introduction to Mexican American Studies 1305Mexican American Fine Arts Appreciation 1311Fine Arts Appreciation 1315American Fine Arts Studies 2319  |

***CENTER for TEACHING and LEARNING EXCELLENCE: HOUSTON COMMUNITY COLLEGE***

**Certifications** English Language Arts and Reading, 4-8, English Language Arts and Reading, 9-12

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| TL3020: Learning Communities in Community CollegeTL2075: Improving Student Learning through Active EngagementTL2055: Creating Learning-Centered Syllabi TL3075: Teaching Workplace English for Speakersof Other LanguagesTL3030: Classroom Strategies for Developmental EnglishTL1011: Writing Student Learning Outcomes & Course ObjectivesTL5000: Emergency Response for Faculty: Active ShooterTL1000: Learner-Centered Instructional Design TL2005: Academic Advising, Mentoring, and TutoringTL2065: College Success for Students with Differing AbilitiesTL2036: Self-Directed Learning through Information LiteracyTL1300: Learning Frameworks TL1080: Rubrics for AssessmentsTL1072: Implementing Learner-Centered Teaching for Student SuccessTL2015: Classroom Management TL3040: Grant Writing for Faculty |
| ***EXTERNAL PROFESSIONAL DEVELOPMENT*****American Educational Research Association: 2017**Designing Surveys for Educational Research Exploring the Lived Experience of College Access and Readiness Through Qualitative InquirySchool Desegregation and Educational Equality in the20th and 21st Centuries Leadership Capacity for Cultural Competence AERA: Leadership Development and TeachingOn Course 1 Student Success: 2015 Puente Student Success: 2015McGraw-Hill Higher Education Connect: 2014 Houston Community College Gold Standard for INRW Workshop: 2014 ***OTHER WORK EXPERIENCE*** |
| **The Home Depot***Receiving Associate* | Houston, TX 2003-2007 |
| Implemented all phases of shipping and receiving commercial building materials for a multifaceted “Fortune 100” company. |

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| **NCI Building Systems***Driver/Safety Officer* | Houston, TX 1995-2000 |
| As a commercial driver, I delivered various steel building components to commercial customers located in several states throughout the greater Southwest. In addition, I performed safety checks and preventive maintenances on a variety of company vehicles. I wrote and revised the company’s safety manual. I drove a tractor-trailer combination commercial vehicle over-the-road delivering commercial and residential  building materials to private and commercial customers **Picway Shoes (Kinney Shoe Division)** Federal Way, WA*Store Manager*  1988-1995 * Leadership Skills: I motivated my employees, resolved conflicts and made hard decisions for my employees.
* Knowledgeable: I learned product knowledge for all of our products including specialty athletic sneakers, pumps, stilettoes, and flats, t-shirts, jerseys, and warmups.
* Time Management: I created schedules, ordered supplies, and wrote reports.
* Math and Budgeting: I maintained my store’s budget by keeping detailed financial records.
* Analytical Skills: I hired new employees, implemented a good judge of character to help ensure that I hired the right people to maintain an efficient and motivated team. I also used good analytical skills to help me solve problems that came up during a typical work day.
* Decision-Making Skills: I had to make quick and sometimes on-the-fly decisions to make sure my store ran efficiently. I also made sure my employees and my customers were in a safe environment.
* Speaking and Writing: I had to communicate effectively with my employees, my customers, and my vendors. I wrote various daily, weekly, monthly, and quarterly reports.
* Customer Service Skills: I made sure my team and provided the best customer service to our customers by making them feel they were as much a part of my team as my associates. I did whatever I could to keep my customers coming back. In doing so, my customers often referred to new customers to my store.

**Nendel’s Motor Inn***Assistant Manager** Oversaw events, planned events, activities, and hotel operations
* Made decisions for my division
* Provided professional training and development opportunities for subordinates
* Expressed exceptional written and oral communication skills
* Displayed exceptional analytical and problem-solving skills
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| **United States Army***Drill Instructor* | Ft. Lewis, WA 1985-1988 |
| My duties as a drill corporal were quite immense. First, my top priority was to ensure the safety of new recruits. I then taught the troops how to have discipline in the military and civilian life. Furthermore, I trained soldiers to defend themselves while protecting our country. Last, I devoted myself to teaching young recruits’ army core values that can be applied to civilian life as well. |

***PUBLICATIONS***

*Bayou Review*, 2006, “Ghosts of the Sand”

*Poets of Tomorrow, Today* 2016, Editor

*Bed of Lies, I.P.*

***ACCOMPLISHMENTS***

Outstanding Student Leader, Outstanding Student Leader of an Organization, Outstanding Service and Leadership Awards, Houston Community

College-Northeast-2003-2004. Black History Month Essay Winner, Bayou Sphere Poet, 2004, University of Houston-Downtown, Outstanding New Teacher of the Year, 2007-2008-District Alternative Educational Program Lamarque ISD, Most Recognized Organization of the Year, 2015, Houston Community College Veterans’ Student Organization, Outstanding Teacher of the Year Nominee, Houston Community College 2016-2017

***AFFILATIONS***

Modern Language Association, Member

Sigma Tau Delta English Society, Alpha Beta Kappa Member, Beta Tau Zeta Honors Member, Phi Beta Kappa Honors Member, and National Council of Teachers of English Member,

American Educational Research Association Member

***LANGUAGES***

Conversational in Spanish Conversational in Korean

***INTERESTS***

Reading, martial arts, weight lifting and coaching,

football, cooking, painting, and drawing

***REFERENCES***

Robert Ford, Ph.D. E-mail: Robert.Ford@ccq.edu.qa

 Jason Wilson, Work: 810 232 2590; E-mail: jason.wilson@mcc.edu

Syble Davis, syble.davis@hccs.edu

Marilyn Douglas-Jones (713) 718-5686; E-mail: m.douglasjones@hccs.edu