Lisa Abercia

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# Overview

Creative and resourceful with proven ability to enhance students’ performance, providing years of varied instruction experiences. Possess a positive and effective teaching and management style.

# Education

## Master Degree | 2008 | University of Phoenix

* Major: Education- Curriculum and Instruction

## Bachelor degree | 1991 | Southwest texas state university

* Major: Consumer Science
* Minor: Business

# Skills & Abilities

* Proficient with technology and computer based software and operational systems including: PeopleSoft, CANVAS, Kaltura, Oracle, Workday, Frontline, Social Media, Blackboard, MS Office, SmartDraw, Mathematics programs, interactive training software.
* Verbal communication skills, decision making, critical thinking, organizing and planning
* Various management roles in business and education industries.
* Teaching platform using both online and face-to-face interaction.
* OER (Open Educational Resources) certified

# Experience

## College professor | houston community college | 2017-current

* Provide instruction to students with various intellectual levels and adapt lessons to meet the students learning needs.
* Introduce and offer plans and material for enhancement in which students are encouraged to be engaged in the learning process.
* Instructional classes cover MS Office, College Math, Business and career-oriented subjects
* Enhance and promote students’ skills and capabilities from classroom to workplace
* Oversee and monitor students’ progress on assigned internship site.
* Responsible for ensuring school related communication that needs addressing between, faculty, students, and parents.
* Advisor for HCC student club on campus.

## Program manager-stem | houston community college | summer 2019

* Develop, prepare and execute marketing plans and strategies to promote courses, increase enrollment, and improve the program
* Coordinate program activities which may include monitoring activities and resources, events, and negotiating facility usage
* Develop and maintain effective working relationships with staff, other HCC offices and departments, and external partner entities
* Collaborate with staff and others as necessary
* Develop, implement, and monitor new program initiatives, based on community and business needs and input
* Compile, review, and report statistical program data as required
* Monitor goals, objectives, and outcomes of assigned program and report results
* Supervise, manage, assess, and evaluate staff and resolve issues as appropriate
* Identify, recommend, and oversee completion of appropriate professional development opportunities for staff as required
* Assist to identify grant opportunities and special funding proposals, and participate in grant proposals for assigned programs
* Actively participate in program and management team initiatives

## Learning resources director | strayer university | 2018-2019

* Directed and assisted students in using the LRC and provide resources by working with students and distributing promotional materials.
* Provides career development assistance to students to include preliminary job search strategies, resume development and online career services use.
* Administer placement, CLEP/DSST and other academic tests as required. Responsible for maintaining computer lab and assisting students with computer-related issues

## associate teacher | cy-fair isd | 2015-2017

* Planned, prepared and delivered instructional activities that create an environment where students are actively engaging in the learning process.
* Maintained an accurate teaching record and monitored learning performance to provide feedback on progress.
* Actively participate in training programs and educational courses to keep up to date with new teaching methods, developments and teaching resources.

## secondary grade teacher | private sector -agh | 2015-2017

* Department coordinator-subject related
* Developed grade level lessons in accordance to school curriculum
* Instructed students, assessed needs, interacted and provided continuous in class support
* Liaison for students, main communicator to parent/guardian
* Taught multi-level math which included pragmatic thinking, geometry, problem solving various core subjects including history, science, and provided students the opportunity to attend fairs that relay to these subjects.
* Applied basic learning skills to increase strong reading habit, increased understanding of ELA basics and encouraged continuous applications of these theories.

**Assistant teacher |HISD |2008-2015**

* In class support for Special Education student at various grade levels
* Responsible for assessing students’ abilities, following transitions, ARD representative
* Developed a resource room in-house for students needing instructional support

**Achievements**

Initiated, organized, implemented an instructional program to adapt the learning environment, so students feel encouraged to fulfill their academic potential

Worked closely with parents and community to maximize their involvement in school activities to ensure the development of more resources for the school

**Person Interests**

Professional DJ & small business owner, animal rescue volunteer, charity volunteer, Test

Proctor (UDH).