**SUMMARY OF QUALIFICATIONS:**

I am currently an adjunct Professor of Spanish at Lone Star College, Houston Community College and The Arts Institute of Houston,. Twelve years experience training, supervising, counseling and personnel management. I am an enthusiastic person committed to excellent service and customer satisfaction.

**EDUCATION:**

2009 – **Alternative Certification Program** – Texas Teachers. Currently student

Spanish content (047) passed.

2008 – **Masters of Arts –** University of Houston / University of Salamanca.

2006 – **Bachelor of Arts**  – University of Houston – Bachelor of Arts.

Major: Spanish. Minor: Latin American Studies and Cultures.

2005 – **Associate of Arts**  **–** College of the Mainland

1978 – ‘**Educación especial’** –C. U. Monseñor de Talavera – Caracas, Venezuela.

**SKILLS AND EXPERTISE:**

**Teaching:** Five years of teaching elementary Spanish college level at Lone Star College System and University of Houston. Organized cooperative learning activities, and tutored students seeking additional guidance with course work. Seven years of planning, coordinating and instructing ESL lessons with developmental techniques for adult students at Xanten International in Venezuela, and Inglés Práctico in the USA.

**Supervision:** Administrative Manager responsiblefor5-18 people performing various functions in a professional office environment. Planned and coordinated training opportunities, integrated personnel with varying degrees of proficiency, identified areas that required further training and ensured follow up was completed. Prioritized tasking. Utilized problem solving skills on a daily basis.

**Counseling:** Wrote evaluations, identified strong and weak areas of personnel and professional development, researched available resources, and provided information to achieve professional, educational and personal goals.

**Administrative:** Supported purchasing and marketing research, and general administrative duties. Managed office operations, quality assurance and client requests.

**Technology:** Proficient withXP and MS Office: Windows environment, Online experience with Blackboard (Vista, WebCT, and Angel). Certified in online education.

**Languages:** Fluent in Spanish and English, conversational Dutch.

**PROFESSIONAL DEVELOPMENT**

2010 – **Accelerated Learning Starter Certificate –** Lone Star College System

2009 – **Music to Your Ears! Basic Operation of Sony/ Virtuoso/Soloist Software -** LSCS

2009 – **Web 2.0: Internet Tools to Spice up Your Virtual Presence -** LSCS

2009 – **Digital Storytelling: PhotoStory & YouTube –** Lone Star College System

2009 – **Accelerated Learning: Instructional Design–** Lone Star College System

2008 – **Distant Learning Certification –** Lone Star College System

2008 – **Teaching Techniques** – Universidad Nacional Autónoma de México

2002 – **Substitute Teacher Training** – Houston Community College

1997 – **ISO 9000 Auditor** - Universidad del Zulia

1993 – **Microsoft Applications** –– Training Center Microsoft

**COMMUNITY INVOLVEMENT:**

Habitat for Humanity