

# ROSETTA T. BOONE, M.Ed.

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## Certifications

-Child Development Administration, HCC 2009

- Business Education Grades 6-12, Texas Teachers 2013

## Education

*Keiser University*

**Ph.D. in Education (Instructional Design & Technology), 4.0 GPA**

2015-Presently Attending

*American Intercontinental University*

**Master's of Education (Instructional Design & Technology), 2014**

*Ashford University*

**Bachelor of Arts (Organizational Management), 2009**

*Houston Community College*

**Associate in Applied Science (Early Childhood Development), 2007**

## Key Skills

Technical Writing

Design Documents

Storyboarding

Curriculum Development

Regulatory Compliance

Distance Ed/E-Learning Specialist

Professional Office Integrated Systems

Administration for Programs I & II

Organizational Communication

Organizational Leadership

Business Proposals

## EARLY CHILDHOOD & DISTANCE EDUCATION PROFESSIONAL

Major strengths include strategic organizing, business office software technology expertise, detailed storyboarding, expert project manager, multi-tasking, child psychology, and problem-solving skills. Specializes in Instructional Design and Technology and Certified Teaching expertise. Aims to bring forth expertise in asynchronous and synchronous learning platforms within a profound collegiate organization seeking innovative 21<sup>st</sup> century strategies to gain a competitive edge in the field of education.

### IT Summary

**Training:** Cisco Networking Academy: Networking, Electronics and Business Computers; Instructional Design & Technology Learning Platforms; Early Childhood Development Administration

**Systems:** Unix-Based Systems (Solaris, Linux, BSD); Windows (all); Lectora, Blackboard, It's Learning, Captivate, Articulate, LMS

**Networking:** LANs, WANs, VPNs, Routers, Firewalls, TCP/IP

**Software:** MS Office (Word, Excel, Outlook, Access, PowerPoint)

### Professions in Business Technology & Early Childhood Leadership

Houston Community College (HCC), Houston, TX

#### ***Early Childhood Development Professor***

*2019-Present*

- Instructs and lectures college students majoring in Early Childhood Development; supports the EDC dept with clerical, instructional planning, hybrid and eLearning curriculum development.

Houston Independent School District, Houston, TX

#### ***Banking Finance, Business Marketing & Technology, and Career Development Blended-Learning Instructor***

*2013-2019*

- Employs a variety of instructional techniques and instructional media
- Guides business learning skills toward the achievement of CATE curriculum goals and district objectives.

Training Leadership Consultants (TLC), Houston, TX

#### ***Lead Math Specialist & Instructional Developer***

*2012-2013*

- Managed secondary Geometry school curriculum to meet STAAR performance standards.
- Coordinated its implementation with teachers and principals, and assessed its effectiveness.

Harris County Dept. of EDU, Houston, TX

#### ***Early Childhood Assistant Center Manager***

*2007-2009*

- Assisted the Center Director with teacher mentor leadership, program management, and coordination of the local Head Start program.
- Appraised teacher performance and approved lesson planning and curriculum development to align with Early Childhood standards.
- Promoted from Lead Teacher within 9-months of hire

Houston Community College, Houston, TX

#### ***Early Childhood Instructional Technology Lab Manager***

*2006-2007*

- Applied effective communication to assist with customer support issues as well as student supervision.
- Installed, configured, and maintained software, printers, scanners, and peripherals.
- Tutored Early Childhood Development students to guide them towards achieving student departmental success.

Wee Kidz Nursery @ Grace Community Church, Houston, TX

#### ***Desk Clerk / Assistant Manager / Nursery Aide***

*2005-2006*

- Monitored and provided aide to nursery personnel.
- Ensured safety of infants and toddlers.
- Assisted front desk and coordinated nursery schedule to meet program goals.

His Place Child Care Houston, TX

#### ***Early Childcare Lead Teacher***

*2004-2006*

- Applied faith-based childcare to infants, toddlers, and school-age children using age-appropriate social emotional and cognitive development skills.
- Facilitated director with various maintenance duties.