

Wanda S. Mullen

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Summary of Experience and Skills

Leadership – 15 years as manager and liaison for a large Texas agency (early retirement August 2010). Board Director of a nationally known 501(c)(3) membership organization. Chosen for a team of esteemed judges of a statewide competition, at the behest of a renown philanthropic think-tank organization.

Planning and Facilitating – Participated in non-profit think-tanks. Created committee mission statements. Planned and facilitated various events to implement the missions.

Organizational and Time Management – Managed multi-site units throughout management tenure with a State of Texas agency. Maintained timeliness and quality standards in compliance with government regulations.

Interpersonal Communication – Provide college classroom instruction to students from diverse backgrounds and cultures. Provided interpretation and analysis of complex government policies for Harris County Hospital District managers, staff and their contractors. Provided policy training for Texas agency staff in groups, one-on-one meetings and in 'hands-on' environments.

Qualitative and Quantitative Data – Set a comprehensive variety of academic goals and guidelines with which to evaluate individual student success. Applied extensive policy knowledge and evaluated client appeals of adverse agency decisions. Maintained sensitivity to client needs during investigative interviews. Monitored staff and compiled performance evaluations for employee development.

Computer Efficiency – PeopleSoft, Blackboard, Canvas and Learning Web proficiency for confidential academic correspondence and record-keeping. MS Outlook and MS Word for daily memos and e-mail correspondence. MS Excel for compiling statistical data necessary for accurate employee evaluations and program reports. MS PowerPoint for instructive classroom presentations.

Employment History

Houston Community College System (Downtown Central, Alief-Hayes, Southwest, Stafford, South Loop Central campuses) – August 2014 to Present

Adjunct Professor of Government: Federal Government (2305); Texas Government (2306)

University of Houston-Downtown – August 2013 to May 2016

Adjunct Professor of Political Science: Texas Government (2306); Federal Government (2305)

Lone Star College Cy-Fair – January 2013 to July 2013

Adjunct Professor of Political Science: Texas Politics

Texas Department of Health and Human Services (early retirement August 2010) –

Supervisor/Liaison/Assistant Supervisor/LAN System Administrator: 2003-2006; 2008-2010

Assistant Supervisor: 1995-2002 and 2006-2007

Education

University of Houston – Main Campus

Master of Arts: Public Administration (Government)

Problem Analysis Project (Masters Thesis) – *The Impact of Policy Issues Networks on Educational Accountability in Houston Public Schools.*

Bachelor of Arts: Political Science

Academic, Government, Social Engagement and Volunteerism

Lone Star Prize Competition September 2020

- Chosen to serve on a panel of esteemed judges of a statewide competition
- LoneStarPrize.org

Houston Aphasia Recovery Center Summer 2015

- Assisted with interactive-therapy programs for persons recovering from ischemic strokes. Focused on restoration of verbal communication ability.

United Nations Association USA – Houston Chapter 2006 to 2013

Board of Directors: 2009-2013 Represented chapter at the National UNA-USA Conference in Washington DC (2008-2010); Met United States senators and advocated UN conventions; Board liaison with the Global Classrooms Initiative – a Model UN presentation for Houston-area public middle and high school students.

Program Committee: 2011 Planned local events for the chapter and Houston area-community. Events included the annual United Nations Association Film Festival (UNAFF) held on the campus of Rice University. Also included planning for UN Day and Ethnic Dinners.

Membership Committee: 2007-2009; 2011 Monitored chapter membership and coordinated data with national chapter in Washington DC.

Nominating Committee: 2008-2009 Vetted and confirmed distinguished members for leadership roles in chapter.

Justice and Peace Council - 2009 to 2012

- ***Mental Health Committee:*** Planned and facilitated activities for mental health, education and outreach.

International Volunteerism

- Traveled to San Pedro Sula, Honduras in 2000. Purpose was for community rebuilding after the destruction left by Hurricane Mitch in 1998. Village located in Ocotillo, Honduras.