

Results-focused professional eager to contribute dynamic leadership, administrative, research, teaching, and team building talents, as well as, strong information technology expertise, toward actively building and supporting business and higher education initiatives.

~ EDUCATION AND TECHNICAL PROFICIENCIES ~

Universidad de Montemorelos, Nuevo León, MX

Doctor of Business Administration

Expected: May 2020

Long Island University Greenvale, NY

Master of Science (MLIS) in Library and Information Sciences (American Library Association-ALA)

Awarded: May 2013

Pace University Purchase, NY

Master of Science in Counseling Education

Awarded: September 2002

Pace University White Plains, NY

Master of Science in Information Systems

Awarded: May 2001

Atlantic Union College, So. Lancaster, MA

Bachelor of Science in Management

Awarded: January 1991

~ PROFESSIONAL SYNOPSIS ~

OPERATIONS MANAGER – WESTCHESTER COMMUNITY COLLEGE, VALHALLA, NY

Managed and directed high volume Information Technology Center, to include, budget forecasting, program planning creation and implementation, program evaluation, strategic planning, scholarship awarding, formulation and implementation of policies and procedures

2001 – Present

ACADEMIC LIBRARIAN – MANHATTANVILLE COLLEGE, PURCHASE, NY

Managed and supervised activities in college library to include planning, vision casting, program evaluation and implementation

2012 – 2013

COUNSELOR – NATIONAL INSTITUTE FOR PEOPLE WITH DISABILITIES (YAI), MAMARONECK, NY

Led and provided success-based counseling and instruction to young adults with special need, to include advocating for and acquiring assistive technology devices, program planning and assessment, collaboration and team building
2003 – 2004

SITE COORDINATOR – BUFFALO STATE COLLEGE—WESTCHESTER COMMUNITY COLLEGE CAMPUS, VALHALLA, NY

Coordinated and managed activities in college extension site, to include, program planning and assessment
2001 – 2002

INSTRUCTOR - PACE UNIVERSITY, WHITE PLAINS, NY

Classroom instructing to include program assessment and planning
2000 – 2001

LIAISON SERVICES FOR CHILDREN WITH DISABILITIES – WESTCHESTER COUNTY DEPARTMENT OF HEALTH, NEW ROCHELLE, NY

Analysis and budget projection, acquisition, policies and procedures, program planning, program development and implementation
1997 – 2001

~ Professional Licenses/Certifications ~

New York State Public Librarian Certificate (#26787)

~ Community Service Activities ~

Director Church Family Ministries Department

Coordinator/Teacher Bible School

School Board Member of Private K-12 School

Organizer and Vacation Planner

Event Coordinator/Promoter

Children's Book Author

Director of Couples' Enrichment Programs