

Marian Chavez

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Professional Summary

Dynamic and results-driven Educational Consultant with 15+ years of experience in designing and implementing online, hybrid, and competency-based curricula for higher education and professional development. Skilled in leading teams, facilitating faculty training, and integrating educational technologies to enhance learner engagement and instructional effectiveness. Adept at managing complex projects, evaluating program impact, and collaborating with stakeholders to drive innovative, results-oriented learning solutions.

Willing to relocate: Anywhere

Work Experience

Program Director

Wichita Regional Chamber of Commerce - Level Up Kansas Non-Profit | Wichita, KS

December 2025 to May 2026

- Managed team of navigators who provide direct service to Level Up Kansas clients
- Determined relevant programs/services to them and connect them with colleges, workforce centers, and other service providers.
- Managed capacity and case load of team; hire, onboard, and train; hold weekly meetings to provide updates and troubleshooting questions.
- Aided navigators with technical questions and tricky cases.
- Ensured detailed maintenance of database of current program participants and their progress.
- Coordinated efforts with marketing partner, including collaboration on annual marketing plan, contributing ideas for editorial content, gathering information, and providing feedback on capacity of navigator team.
- Collaborated with the board, CEO, and marketing partner to develop and refine programming strategies and resources.
- Tracked program metrics, participant progress, and overall program effectiveness.
- Analyzed and interpreted data to identify trends, areas of improvement, and opportunities for growth.
- Monitored industry trends, educational advancements, and policy changes to ensure program relevance and alignment.
- Provided regular updates to the board on program activities, outcomes, and challenges.
- Provided leadership and guidance to program partners and participants, ensuring effective coordination, communication, and teamwork.
- Fostered a positive and inclusive program environment that values diversity, innovation, and professional growth.
- Collaborated with other initiatives statewide to ensure goals and objectives are being met.

Sr. Instructional Consultant

Central New Mexico Community Innovation and Instructional Support | Albuquerque, NM

June 2022 to June 2025

- Created online professional development courses by leading a team of 3 instructional designers, effectively enhancing faculty teaching effectiveness and digital pedagogy
- Showcased exceptional leadership by directing semi-annual faculty training sessions, strengthening LMS proficiency, and promoting interactive, student-centered learning
- Delivered online Faculty Certification programs on pedagogy, assessment, and facilitation, elevating instructional quality across the college
- Facilitated statewide Quality Matters workshops, enabling faculty to meet national online course design standards and boost learner satisfaction
- Partnered with several subject matter experts to design rigorous, outcome-aligned online curricula compliant with accreditation standards

SR. Instructional Consultant

CENTRAL NEW MEXICO COMMUNITY COLLEGE | Albuquerque, NM

June 2022 to June 2025

- Oversaw enrollment, grading, and reporting for Faculty Certification I & II courses, ensuring compliance with institutional standards and timely completion.
- Served as Lead Consultant for Competency-Based Education (CBE) course design initiatives, guiding project scope, instructional approach, and alignment with learning outcomes.
- Partnered with Deans and Associate Deans of the School of Business & Information Technology to evaluate and plan new CBE course development opportunities.
- Directed and supervised the assignment, execution, and delivery of CBE and traditional course design projects across the School of Business & IT.
- Mentored Associate Instructional Consultants on backward design methodologies to strengthen curriculum structure and learning alignment.
- Provided coaching and hands-on guidance in the Compose/Cognify LMS to ensure consistent, high-quality course builds.
- Assigned design projects strategically based on consultant strengths, timelines, and course objectives, while maintaining project oversight from initiation to completion.
- Conducted quality assurance reviews on course deliverables and recommended instructional and process enhancements to optimize learning design outcomes.
- Led faculty-focused professional development workshops centered on the use of educational technologies and Quality Matters-aligned instructional strategies.
- Collaborated with faculty to embed national and international best practices in instructional design and delivery, with a focus on learner engagement and accessibility.
- Conducted internal course reviews using both the Quality Matters and CNM self-review processes to ensure course quality and alignment with institutional standards.

Faculty Instructor - Faculty Certification I & II

CENTRAL NEW MEXICO COMMUNITY COLLEGE

August 2021 to June 2025

- Designed, facilitated, and assessed online instruction for CNM Faculty Certification One and Two courses, aligning all assignments and activities with course and module learning objectives.
- Ensured digital accessibility by utilizing Yuja Panorama and performing pre-course accessibility checks in compliance with institutional and legal standards.
- Developed and distributed online instructional materials tailored to diverse learner needs, reinforcing clarity, comprehension, and skill application.
- Used the Brightspace learning management system to deliver content, foster engagement, track progress, and support learner interaction.
- Maintained timely and responsive communication with faculty participants through structured email response protocols.
- Recorded and managed learner data, including grades and completion reports, ensuring accurate submission to institutional systems.
- Participated in required institutional activities, including convocation, faculty focus days, and the CTL annual conference, to support community and continuous improvement.
- Collaborated with the IIS design team to review, revise, and enhance the certification curriculum semi-annually, incorporating faculty feedback and instructional best practices.
- Engaged in ongoing professional development to stay current with evolving instructional strategies, tools, and institutional goals.

Workshop Facilitator - Quality Matters (appqmr)

CENTRAL NEW MEXICO COMMUNITY COLLEGE

August 2021 to June 2025

- Facilitated Spring, Summer, and Fall sessions of the Applying the Quality Matters Rubric (APPQMR) workshop for faculty across CNM and partner higher education institutions.
- Delivered expert instruction on the application of the Quality Matters rubric to support effective, research-based online course design.
- Led and moderated online discussions to guide participants in critically evaluating course design through the QM framework.
- Assessed participant submissions, provided constructive written feedback, and ensured alignment with workshop learning objectives.
- Maintained active engagement with faculty through discussion forums and direct email communication to support understanding and application of QM standards.
- Accurately maintained participant records and submitted final grades and completion data for both the Intro to Quality Matters and APPQMR workshops to the appropriate institutional departments.

Owner / Learning Consultant

K&M CONSULTING AND TRAINING SOLUTIONS | Albuquerque, NM

August 2019 to August 2023

- Conducted in-depth needs analyses to identify organizational performance gaps and training opportunities within corporate and nonprofit environments.
- Advised clients on strategic learning and development initiatives aligned with business goals, workforce capabilities, and operational objectives.
- Designed and implemented targeted training programs that addressed identified performance issues and supported change management efforts.
- Managed end-to-end learning projects, including scope definition, timeline development, stakeholder coordination, and outcome evaluation.
- Created custom curricula and content to support both ongoing employee development and organizational transformation initiatives.
- Oversaw the planning and execution of both virtual and in-person training events, including scheduling, technology logistics, and participant support.

Advanced Instructional Consultant

Central New Mexico Community Innovation and Instructional Support | Albuquerque, NM

September 2021 to June 2022

- Coordinated CBE course design and redesign initiatives for the School of Business & Information Technology, ensuring alignment with industry standards and institutional learning outcomes
- Delivered faculty certification and instructional quality workshops, empowering over educators to integrate modern pedagogy and technology into diverse learning modalities
- Supervised and trained instructional consultants, overseeing project assignments, progress milestones, and quality assurance from inception to completion
- Collaborated with academic leadership to identify, scope, and implement strategic CBE design projects that expanded program offerings and increased student success
- Spearheaded CARES-funded curriculum redesigns in key disciplines (e.g., Cybersecurity, Python, Retail Management), modernizing learning experiences and increasing course accessibility

Advanced & Associate Instructional Consultant

CENTRAL NEW MEXICO COMMUNITY COLLEGE | Albuquerque, NM

January 2020 to June 2022

- Facilitated ongoing professional development sessions for faculty on the effective integration of educational technologies to enhance teaching and learning outcomes.
- Partnered with faculty to align online courses with clearly defined goals and learner success criteria, incorporating strategies to foster community and engagement (e.g., discussion forums, peer interaction).
- Applied instructional design frameworks to support the development of online, blended, and hybrid courses across multiple modalities, including accelerated, competency-based, attend-anywhere, and micro-credential formats.
- Provided expert consultation on a range of educational technologies including learning management systems, multimedia content creation tools, assessment platforms, and both asynchronous and synchronous communication tools.
- Guided faculty in implementing instructional design quality standards based on national and international benchmarks, such as the Quality Matters rubric.
- Supported the discovery and integration of open educational resources (OER) to improve content accessibility and reduce student costs.
- Evaluated and recommended emerging educational technologies for instructional use, ensuring alignment with institutional goals and learner needs.
- Developed faculty-facing support materials including online help guides, web content, printed resources, and interactive workshops tailored to diverse instructional needs.
- Led training sessions and created toolkits to equip faculty with practical resources for course planning, digital content development, and instructional delivery.

Associate Instructional Consultant

Central New Mexico Community Innovation and Instructional Support | Albuquerque, NM

January 2020 to September 2021

- Facilitated Quality Matters workshops by delivering Introduction to Quality Matters and Applying the QM Rubric sessions, enabling faculty to design online courses that meet national quality standards
- Led professional development sessions weekly on educational technologies aligned with Quality Matters, improving faculty proficiency and boosting learner engagement across courses
- Collaborated with faculty to define course goals, identify required student skills, and foster online learning communities, increasing student participation and academic success
- Advised faculty on technology integration by guiding LMS, multimedia, and assessment tool usage, enabling more interactive and effective online course delivery

Court Monitor Project Specialist

New Mexico Mothers Against Drunk Driving (MADD) | Albuquerque, NM

March 2019 to December 2019

- Conducted comprehensive court process evaluations, identifying procedural inefficiencies and recommending reforms that strengthened judicial accountability in DUI cases
- Built and sustained collaborative relationships with court personnel, including clerks, bailiffs, and Assistant State Attorneys, enhancing inter-agency communication and data accuracy
- Directed philanthropy initiatives and staff engagement efforts, fostering a mission-driven culture aligned with MADD's public safety goals
- Collected, analyzed, and reported program compliance data to ensure adherence to grant requirements and funding standards

Project Manager

Mothers Against Drunk Driving | Albuquerque, NM

March 2019 to December 2019

March 2019 - December 2019 - 40 hours per week

Starting Salary: \$40,000 - Ending Salary: \$40,000 (Accepted position with Central New Mexico Community College).

- Reviewed and recommend improvement of court processes
- Fostered a culture of philanthropy within MADD
- Lead other staff and volunteers to institutionalize philanthropy within the organization
- Collected, compiled & reported accurate and complete data on a timely basis
- Adhered to program and grant requirements
- Built positive relationships with court personnel including but not limited to bailiffs, clerks, and Assistant State Attorneys
- Prioritized and manage multiple projects

Learning Officer Intern

University of New Mexico Southwest Environmental Finance Center

Centennial Engineering Center Suite 3020

Department of Civil Engineering - MSC 01 1070

Learning Officer Intern (Unpaid) (Accepted position with Mothers Against Drunk Driving) 1 University of New Mexico | Albuquerque, NM

December 2018 to March 2019

Albuquerque, NM 87131

Supervisor: Hayley Hajic (505) 277-0644

December 2018 - March 2019 - 10 - 15 hours per week

Learning Officer Intern (Unpaid) (Accepted position with Mothers Against Drunk Driving).

- In consultation with clients, designed, delivered and evaluated learning objectives for current learning curriculum
- Managed and delivered updated curriculum based on learning objectives and client directives
- Established protocols based on client input and managed project based on client timeline
- Managed project and met expected deliverables based on client directives
- Ensured project deliverables were in line with departmental strategic goals

Educational Assistant

Educational Assistant

Alice King Community School | Albuquerque, NM

July 2018 to December 2018

- Delivered individualized and group instruction for second and third-grade students, reinforcing literacy, math, and writing skills through engaging, differentiated learning strategies
- Supported lead teachers by adapting curriculum content to meet varying learning abilities, fostering an inclusive and equitable classroom environment
- Assisted with curriculum planning and classroom management, contributing to a well-organized, student-centered learning atmosphere
- Provided one-on-one academic support and tutoring, heightening comprehension and promoting continuous academic improvement

Educational Assistant

Alice King Community School | Albuquerque, NM

July 2018 to December 2018

8100 Mountain Rd PI NE

Albuquerque, NM 87110

Supervisor: Kristi Collins (505) 238-8633

July 2018 - December 2018 - 30 hours per week

Starting Salary: \$20,000 - Ending Salary \$20,000 (Required internship for M.A. prevented me from staying in this position)

- Taught educational curriculum for second and third grade students
- Provided both group and one on one and instruction on math, literacy and writing
- Provided additional support as needed and completed other tasks as needed or required

Licensed Substitute Teacher and E/A Level III

CLE Program Coordinator

New Mexico Aces | Albuquerque, NM

February 2018 to July 2018

PO Box 16326

Albuquerque, NM 87191

Position was for substitute teaching on an as needed basis. Supervisors were administrative principals for schools where substitution services were provided.

February 2018 - July 2018 - 10 - 12 hours per week

Starting Salary: \$100 per substitute request - Ending Salary: \$100 per request (Temporary work while completing my M.A. degree).

- Provided substitute teaching and educational support to all New Mexico charter schools through the ACES program
- Designed and implemented lesson plans for K-12 students throughout the New Mexico Charter School system
- Provided educational support to teachers as needed or requested

CLE Program Coordinator

CLE Program Manager

State Bar of New Mexico Center for Legal Education | Albuquerque, NM

December 2015 to October 2017

- Directed strategic planning and operations for the Continuing Legal Education (CLE) Center, overseeing all program development, budgets, and staff performance
- Developed and implemented training programs and seminars to meet the evolving needs of legal professionals, boosting CLE participation and satisfaction rates
- Negotiated and executed vendor and service contracts, optimizing resource allocation and guaranteeing program delivery within budget constraints
- Oversaw performance reporting and financial management, driving operational efficiency and aligning initiatives with State Bar strategic goals

CLE Program Manager

State Bar of New Mexico Center for Legal Education | Albuquerque, NM

March 2015 to December 2015

5121 Masthead St. NE

Albuquerque, NM 87109

Supervisor: Christine Morganti (505) 797-6000

March 2015 to December 2015 and October 2017 - December 2017 - 40 hours per week

Starting Salary \$50,000 - Ending Salary \$50,000

(Department was re-organized and the Program Manager position was eliminated. Continued reorganization resulted in elimination of both positions.)

- CLE Liaison for live programs assigned by the CLE Executive Director
- Scheduling manager for course schedules, and registrations
- Created on demand self-study programs through LMS/database

CLE Program Manager

Project Manager

Kesselman-Jones, Inc. | Albuquerque, NM

May 2014 to March 2015

- Supervised multidisciplinary project teams to deliver high-impact events and educational programs, achieving all client objectives within scope, budget, and schedule
- Headed logistics, communications, and marketing strategies for large-scale projects, leading to seamless event execution and stakeholder satisfaction
- Developed evaluation and feedback systems post-event, using data insights to improve future programming and participant experience

Project Manager

Kesselman-Jones, Inc | Albuquerque, NM

May 2014 to March 2015

6100 Indian School Rd NE Ste. 115

Albuquerque, NM 87110

Supervisor: Laura Kesselman (505) 266-3451

May 2014 to March 2015 - 40 hours per week

Starting Salary: \$40,000 - Ending Salary \$40,000 (Accepted opportunity with State Bar of New Mexico)

- Project Manager for clients residing in and outside of New Mexico
- Supervised and managed support team members for all projects and events
- Managed and assigned tasks related to various programs and events including managing communications, marketing of events, logistics, and post-event duties
- Collaborated with several different groups including state and local agencies to deliver required annual programming and professional development.
- Tracked, prepared and submitted requests for continuing education credit certifications through various agencies including CEU (Continuing Education Credits) for Nurses and Social Workers during program implementation
- Facilitated weekly status meetings for multiple projects ensuring milestone dates were met and full project implementation was on time and within project budget
- Facilitated meetings with event stakeholders
- Ensured quality programming and logistical support were available throughout the project
- Managed the creative, technical and logistical elements of multiple projects
- Administered various databases for project tracking and implementation
- Conducted research and analysis associated with each project to ensure all projects stay on schedule and meet client expectations
- Developed and managed operational project budgets; identified potential fixed and variable expenditures and obtained cost estimates
- Managed and facilitated face-to-face meetings and telephone meetings with clients and key stakeholders.
- Managed and approved all communications sent to clients by support staff
- Assessed risks associated with projects and communicated risks to clients, and key stakeholders
- Developed educational content as required per project
- Submitted requests for proposals/bids for vendor contracts
- Hired outside vendors and contractors as needed for event and program implementation
- Managed project contracts with outside vendors for implementation of projects
- Solicited feedback post-program or event to ensure continuous improvement of programming and educational needs

Education Planner/Trainer

University of New Mexico Institute of Public Law

Education Planner

University of New Mexico Institute of Public Law | Albuquerque, NM

October 2011 to April 2014

- Designed and implemented strategic training programs for judicial professionals, strengthening knowledge dissemination and statewide legal education standards
- Created comprehensive instructional materials and visual aids, integrating multimedia resources to heighten learner comprehension and retention
- Delivered in-person and group educational sessions for judges and court staff, improving procedural understanding and legal proficiency
- Evaluated program effectiveness through feedback and data review, refining curricula and instructional delivery based on measurable impact

Education Manager

Judicial Education Center | Albuquerque, NM

October 2011 to April 2014

MSC 11 6060

1 University of New Mexico

Albuquerque, NM 87131

Supervisor: Tony Cornay (Retired) (505) 710-2718

October 2011 to April 2014 - 40 hours per week

Starting Salary: \$40,000 - Ending Salary \$45,000 (Accepted opportunity with Kesselman-Jones)

- Identified the various strategic and operational training/development needs for the Judicial Education Center
- Managed the development of comprehensive training plans and strategies for JEC's legal education programs
- Oversaw the development of training curricula; formulated or reviewed training outlines and determined appropriate instructional methodologies and formats
- Oversaw the development and preparation of teaching and visual aids, instructional materials, computer tutorials, and reference materials appropriate to specific program objectives
- Presented various educational content to court staff and other personnel for individual programs
- Developed and scheduled individual and group training sessions for both court staff and judges
- Evaluated effectiveness of training and development programs
- Identified where programming changes needed to be made and revised content for future training intervention programs
- Maintained departmental records and reports and collected statistical data for administrative and/or quality improvement purposes
- Collaborated with Judicial Education Center Event Manager to implement program logistics
- Managed and assigned on-site staff to specific logistical areas for smooth program implementation
- Managed, designed and obtained program learning materials for legal education program attendees
- Designed and delivered program evaluations to attendees and designed future legal education programs based on participant feedback

Operations Specialist/Event Manager

University of New Mexico Institute of Public Law

Education Planner

Judicial Education Center | Albuquerque, NM

March 2008 to October 2011

MSC 11 6060

1 University of New Mexico

Albuquerque, NM 87131

Supervisor: Tony Cornay (Retired) (505) 710-2718

March 2008 - October 2011 - 40 hours per week

Starting Salary: \$38,000 - Ending Salary \$40,000 (Promoted to Education Planner)

- Coordinated and facilitated logistics for the professional development of the New Mexico Judiciary judges and court personnel.
- Managed budgets and tracked expenses for assigned programs.
- Procured and managed funds for individual programs based on established conference budgets.
- Negotiated and managed facility contracts with hotels and other meeting facilities in Albuquerque and surrounding areas within the state.
- Collaborated with the Judicial Education Center Education Manager and actively participated in program planning and development of education programs for individual courts.
- Managed events on-site.
- Collaborated with other JEC team members and constituent committees to plan training conferences and seminars specific to training requirements and needs of the New Mexico Judiciary.
- Managed event-planning database for registration and logistics of assigned JEC programs.
- Created registration web sites for conferences and events.
- Tracked registration and attendance of programs through event management programs.
- Developed timelines and established deadlines to manage programs effectively.

Education

ORGANIZATION, INFORMATION, AND LEARNING SCIENCES (M.A.)

UNIVERSITY OF NEW MEXICO

August 2016 to May 2019

POLITICAL SCIENCE (PRE-LAW) / PSYCHOLOGY (B.A.)

UNIVERSITY OF NEW MEXICO | NM

August 2006 to December 2011

High school diploma or GED

Skills

Student assessment **Written communication** **Process improvement** **Skype** **Adobe Acrobat**
Program design **Trade show planning** **Managerial Decision Making** **Employee onboarding**
Video editing **Mediation** **Content writing** **ChatGPT** **Budget preparation** **Vendor negotiation**
Collaboration & Management: Open Educational Resources Management, Curriculum Strategy,
Stakeholder Engagement **Instructor-led training (training delivery method)** **Proofreading**
Management experience within government industry **Facebook** **Project timeline management**
Change management **Project management** **Management** **Project stakeholder communication**
Cross-functional collaboration **Workforce development** **Performance management** **Curriculum**

evaluation Working with graduate students Managerial communication Workday Gap analysis
Team lead experience Microsoft Teams Content management Team development Higher
education teaching - Higher education teaching experience (3-5 years) Ability to follow instructions
Microsoft Project Qualitative analysis Online school Catering Curriculum development
SharePoint Windows Organizational skills Using the Course Builder Tool in Brightspace
(Targeted training presentation on how to create online content in Brightspace) Google Docs
Banking Communication platforms Ethernet Grammar Experience Human resources Phone
communication Public speaking WordPress Microsoft Outlook Banquet experience Employee
relations Microsoft PowerPoint Clerical experience Salesforce Zoom Coaching Faculty
collaboration Authoring Tools: Articulate 360 (Storyline & by Design (UbD) Rise), Brightspace D2L,
Blackboard, Canvas Corporate training teaching experience Stakeholder management Event
manager experience Client onboarding Budgeting Conference planning Volunteer management
Marketing Staff development Program management Relationship building Team management
Task prioritization AP style Word processing Data management Vendor relationship
management Writing skills Vendor contract management Project resource allocation University
Attention to detail Quality improvement Business development Cross-functional communication
Workshop facilitation Project planning Content development Records management UX design
Editing Course design Events management First aid and CPR Leadership development
Collaboration Video conferencing software E-learning (training delivery method) Job-specific
skills training (staff training program) Technical Proficiency Assessment design (curriculum
development) Strategic communications Computer skills Computer operation Classroom
Teaching Identifying new business opportunities Learning theories instruction Developing new
training programs Training material drafting Leadership Case studies Employee relationship
building Curriculum mapping Team motivation (leadership skill) Supervising experience Career
development conversations (needs assessment method) Content mapping Record keeping
Strategic management Quality standards in production Employee orientation Relationship
selling Clear verbal communication Interpersonal skills Classroom experience Mentoring SaaS
Presentation creation Financial management Law office Conflict resolution Articulate Storyline
Relationship management Client services experience within consulting industry Continuous
improvement Databases Training delivery Canva Negotiation SurveyMonkey surveys
Analytical thinking E-learning course instructional content development Business development
within consulting Logistics management Managerial negotiation Content editing University
teaching experience Academic program development Project leadership Corporate instructional
development Project implementation Employment & labor law Mac OS Employee evaluation
Educational software Data analytics Quality control Project management methodology
Executive-level team management - Largest team size managed in an executive level role (1-5 team members)
Management experience within education industry Consulting experience Technical writing
Presentation skills Microsoft Excel Performance evaluation Project budget management UDL
Delegation Succession planning Conflict management Data interpretation Adobe Captivate
Teamwork Microsoft Word WebEx Event theme development Hospitality Forecasting
Program development Project scheduling Professional development facilitation in schools DUI law
Learning technology Tutoring Content creation Event planning Content management systems
Clear language communication Operations management Hospitality management Business
coaching E-learning platforms Academic program coordination Call center HIPAA UI design

Executive-level budget management - Largest budget managed in an executive level role (\$500,000-\$1M)

Working with high schoolers **Computer literacy** **Training & development** **Event coordination**

Organizational management **Culinary experience** **Instructional design** **Educational program management** **Accessibility & Assessment: Quality Matters, Yuja** **CRM software** **School experience**

Customer service **Web accessibility** **Project management tools** **Managerial problem-solving**

Microsoft Publisher **Training program design for professional development** **Teacher coaching**

Event logistics coordination **Student mentoring** **Training** **Instructional materials development**

Managing event budgets **Canvas LMS software** **Civil rights** **Staff training** **Expense management**

Analysis skills **Managerial strategic planning** **Benchmarking** **Organizational development strategy**

Supplier management **Data-driven decision making** **Artificial Intelligence technologies** **Project management experience** **Community events** **Sales** **CRM system proficiency** **Interactive learning teaching method** **Online instruction** **Higher education pedagogy instruction** **Grading** **Educational compliance and regulation understanding** **Key Performance Indicators** **Visual communication design**

Storyboarding **Adobe Creative Suite** **Lesson planning** **Authoring tools** **Staff supervision** **LMS**

Time management **Teams** **Networking through strategic partnership building** **SWOT analysis**

Budget forecasting **Employee engagement** **Data collection** **Executive leadership** - Executive leadership experience (Less than 1 year) **Project team coordination** **Account management** **Teacher mentoring for professional development** **Contracts** **Legal drafting** **Microsoft 365 proficiency**

Grant proposal writing **Data analysis skills** **Financial report interpretation** **Active listening and feedback** **Mobile applications** **Alignment** **Team leadership** **AI** **Middle management experience**

HRIS **Moodle** **Project coordination** **Experience with children** **Report writing** **Family law**

Budget development **Various other programs designed and implemented in collaboration with court committees including: NM Magistrate New Judges professional development, New Municipal Judges professional development, District Court staff annual professional development, Bernalillo County Metropolitan Court staff annual professional development, New Mexico Municipal Court staff annual professional development, New Mexico Magistrate and Municipal Judges annual professional development, and other specialty education programs as needed or required based on new Supreme Court Rules or legislative changes to law.** **Basic math** **Office management** **Stakeholder relationship building** **Adult learning** **Decision making** **Google Meet** **Presentation software** **Taxonomy**

Budget control **Strategic planning** **Sports** **Typing** **Cross-functional team management** **Slack**

Education administration **Quality assurance** **Administrative experience** **Knowledge management**

Strategic partnerships **Interviewing** **Project management software** **Travel planning** **Blackboard**

Senior leadership **Adult education** **Improving operational efficiency** **Face-to-face client meetings**

Entrepreneurship **Event concept development** **Hiring** **Analytics** **Excel data analysis** **Educational research** **Team building** **Online education instructional development** **Productivity software**

Cash handling **Onboarding process management** **Educational technology instruction** **HTML**

Training evaluation forms (needs assessment method) **Technical support** **Scope management**

Database management **Student support** **Vendor relationship building** **Project-based learning**

Contract negotiation **Customer support** - Customer support experience (6-10 years) **Communication skills** **Curriculum implementation** **Microsoft Office** **ADDIE** **Teaching** **Understanding by Design**

Managing budgets in a finance role **Performance Improvement (PI)** **Data reporting**

Languages

English

Additional Information

Authorized to work in the US for any employer