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María Flores

Education:

- Spring/Sum 2008** **University of Texas at Brownsville** **Brownsville, Texas**
Graduate Student Educational Technology 6 hrs
- 6320** **Instructional Technology -**
 Dr. Janice Butler
- 6329** **Selected Topics - Educational Technology**
 Dr. Emily Moore
- Fall 2008** **University of Houston** **Houston, Texas**
PhD Student 3 hrs.
- Spanish American Literature to 1830 - Discurso Colonial**
 hispanoamericano - Dr. Guillermo de los Reyes
- Spg/Fall/Sum 06** **University of Texas Pan American** **Edinburg, Texas**
PhD Student 9 hrs.
- 6339** **Women's Narrative in Early Modern Spain and**
 Colonial Spanish America - Dr. Mónica Díaz de Sharp
- 6344** **Language and Culture in Latin America -Dr. Ethan Sharp**
- 6350** **Heritage Language Literacy's - Dr. Glenn Martínez**
- Spring 2002-03** **University of Houston, PhD Student** **Houston, Texas**
PhD. Student 9 hrs.
- 6396** **Cervantes, El Ingenioso Hidalgo Don**
 Quijote de la Mancha - Dr. Julián Olivárez
- 7395** **Literatura Hispana de los Estados Unidos -**
 Dr. Nicolás Kanellos
- 7396** **U.S. Spanish Socio Linguistics Aspects -**
 Dr. Manuel Gutiérrez

<i>Summer 2002</i>	University of Texas Pan American Masters Guidance and Counseling	Edinburg Texas
<i>August 1999</i>	University of Texas Pan American Masters of Arts Spanish	Edinburg, Texas
<i>May 1996</i>	University of Texas Pan American Bachelor of Arts Spanish	Edinburg, Texas

Professional Committees and Memberships:

- Sigma Delta Pi Society
- Member American Council of Teaching Foreign languages
- Ex Member American Counseling Association
- Ex Member Faculty Computer Council Committee
- Ex Writing Across the Curriculum
- “Champions” for Online Learning

Professional Experience and Administrative Experience:

2009-10	University of Texas Pan American <i>Lecturer</i>	Edinburg, Texas
	<ul style="list-style-type: none"> • Full-Time Faculty: Teaching 2307 Intermediate Spanish On-Campus Teaching 2307-2308 Intermediate Spanish Online Fall 09. • Teaching 3303 Spanish Advance Composition offered for the first time Online Fall 2009. • Organized and set up for the first 3303 Spanish Advance Composition Online for UTPA • Member “Champions” for Online Learning • Using Wimba Voice Tools to record presentations in the Wimba Live Classroom setting. • Trained my On Campus class on the use of Blackboard - Fall 2009. • I am utilizing PowerPoint's to enhance teaching for both On Campus and Online classes. • Attended and am presently using Tegrity for the first time this Fall 2009. Recording of On Campus lectures in the classroom. • Coordinated and assisted in 2009 Majors Fair to promote departmental classes - in addition promoting Online courses for 2009-10. 	

2008-09

University of Texas Pan American

Edinburg, Texas

Lecturer

- Full-Time Faculty:
Taught 1303-1304 Beginning Spanish Online Fall.
Taught 1304 Beginning Spanish and 2307 Intermediate Spanish On-Campus Fall.
- Taught 1303 Beginning Spanish, 1304 Beginning Spanish Online Spring 2009.
- Taught 2307-2308 Intermediate Spanish Online for the first time during the Spring 2009.
- Served as a member “Champions” for Online Learning
- Organized and set up the first Intermediate Spanish Courses offered Online for UTPA
- Mentored and supervised technology used by Teaching Assistants for 1301 -1302 Beginning Spanish Non-Native Speakers, 1303-1304 Beginning Spanish for the Fall 2008.
- Used Wimba Voice Tools to record presentations in the Wimba Live Classroom setting.
- Trained my On Campus classes on the use of Blackboard - Fall and Spring 2008-09.
- Utilized PowerPoint's to enhance teaching for both On Campus and Online classes.
- Received Certificate of Appreciation for Contribution to Online Learning Spring 2009.
- Attended and Participated in Second Life Training for use with Online classes.
- Member of Sub-Committee for 1303-1304 Beginning Spanish - evaluated textbooks and helped chair of Sub-Committee with the writing of summation of the final evaluation of the textbooks during Spring 2008-09.
- Organized several meetings with Textbook publishers for Sub-Committee during 2008-09
- Coordinated and assisted in 2008 Majors Fair to promote departmental classes - in addition promoted Online courses for 2008-09.

2007-08

University of Texas Pan American

Edinburg, Texas

Lecturer

- Full-Time Faculty:
Taught 1303-1304 Beginning Spanish Online Fall and Spring.
Taught 1302 Beginning Spanish Non-Native speakers, 1303-1304 Beginning Spanish On Campus Fall and Spring.
- Served as a member “Champions” for Online Learning
- Organized and set up the first Beginning Spanish Online for UTPA
- Served as Moderator for XIX Annual Symposium on Modern Languages
- Coordinated Wimba Live Classroom and Voice Presentation

November 20,2007

- Coordinated Heinle Quia Training for Teaching Assistants - September 25, 2007
- Coordinated Teach Online Presentation by Lori Kupczynski for Modern Languages Faculty February 12, 2008.
- Coordinated Plazas Presentation April 8, 2008
- Used Wimba Voice Tools to record presentations in the Wimba Live Classroom setting.
- Utilized PowerPoint's to enhance teaching for both On Campus and Online classes.
- Recorded Grammar Online Presentations in the Wimba Live "Classroom setting.
- Trained Faculty and Teaching Assistants -use of Blackboard.
- Advertised on Voces- Online classes being taught for the first time Fall 2007.
- Received Certificate of Attendance - Writing Across the Curriculum Fall 2007.
- Received Certificate of Appreciation in recognition for my contribution to online learning - Spring 2008
- Participated on Horizon Wimba Training September 18, 2007.
- Participated in Supplemental Instruction Program as Instructor 2007-08.

2006-07

University of Texas Pan American
Lecturer

Edinburg, Texas

Full-Time Faculty:

Taught 1301 Beginning Spanish Non Native speakers, 1303-1304 Beginning Spanish for Heritage speakers.

- Coordinated D Day Raffle and meet the Faculty March 28,2007 Pan American Days.
- Conducted WebCT Training in house for Modern Languages and Literature Faculty.
- Coordinated Smart Classroom Training for Modern Languages Literature Faculty.
- Coordinated WebCT Training in house for new Teaching Assistants.
- Used of PowerPoint presentations to augment teaching.
- Developed Online Quizzes, Mid Term and Final Exams for 1301 Beginning Spanish and 1303 Beginning Spanish courses.
- Trained faculty members on the use of WebCT.
- Trained Teaching Assistants on the use of Online Quizzes on WebCT.
- Received Certificate for Early Warning System Fall 2006 and Spring 2007.
- Received Certificate for Writing Across the Curriculum Spring 2007.
- Member for Academic Computer Council until May 2007.
- Receive Certificate for Teaching Online in Higher Education Fall 2006.
- Supplemental Instruction Program: Instructor 2006-07.
- Appointed Instructional Technology Coordinator.

2005-06

University of Texas Pan American

Edinburg, Texas

Lecturer

- Full-Time Faculty:
- Taught 1301-1302 Beginning Spanish Non-Native speakers and 1303 Beginning Spanish for Heritage speakers.
- Taught 2307 Intermediate Spanish.
- Attended WebCT Advanced Training with CDL.
- Attended Outcome Direct Planning Facilitator's Training Fall 2005.
- Attended Learning Communities Workshop Fall 2005.
- Coordinated WebCT Training for Modern Languages Faculty.
- Coordinated Smart Classroom Training for MLL.
- Conducted WebCT Training in house for MLL Faculty.
- Used PowerPoint Presentations to augment teaching.
- Pilot Tested Online Grades - Fall 2005.
- Pilot Tested WebCT 6.0 Spring 2006.
- Received Certificate for Early Warning System Fall 2005.
- Received Certificate for Writing Across the Curriculum Fall 2005.
- Received Certificate for Learning Communities Fall 2005.
- Received Certificate for World Languages Online Event Fall 2005.
- Assistant Editor for Hipertexto On-line Journal.
- Facilitator for Outcome Direct Planning- Physical Plant Department.
- ODP Participant for College of Arts and Humanities Spring 2006.
- Attended Search Committee Training Fall 2005.
- Member Academic Computer Council appointed until May 2007.
- Member of Curriculum Sub-Committee on Heritage Language Learners.
- Co-Sponsor for Juventud Hispana 2005-06.

2004-05

University of Texas Pan American

Edinburg, Texas

Lecturer

- Full-Time Faculty:
- Taught 1301-1302 Beginning Spanish
- Taught 1303-1304 Beginning Spanish to 1st and 2nd year Native and Non-Native Speakers – Fall and Spring
- Taught 2307 Intermediate Spanish.
- Attended WebCT Advanced Training with CDL.
- Attended Learning Communities Workshop June 17, 2005.
- Coordinated WebCT Training for Modern Languages Faculty.
- Used PowerPoint presentations to augment teaching.
- Trained five Faculty members on the use of WebCT.
- Assisted with activities for National Foreign Week March 1, 2005.
- Assisted with writing grant proposal for NEH -coordinated budget for grant proposal.
- Received Certificate -Early Warning System Fall 2004 and Spring 2005.
- Received Certificate Writing Across the Curriculum Spring 2005.
- Assistant Editor for Hipertexto On-line Journal.

- Member of Academic Computer Council appointed until May 2007.

- 2003-04** **University of Texas Pan American** **Edinburg, Texas**
Lecturer
- Part-Time Faculty: Taught Spanish to 1st year students Fall and Spring
- 2001-03** **South Texas College** **McAllen, Texas**
Adjunct Faculty
- Part-Time Faculty: Taught Spanish 1st year students Fall and Spring
- Spring 2002** **University of Texas Pan American** **Edinburg, Texas**
Part-Time Faculty
- Part-Time Faculty: Taught Spanish 1st year students Spring
- 2000-01** **South Texas College** **McAllen, Texas**
Adjunct Faculty
- Part-Time Faculty: Taught Spanish 1st year students Fall and Spring
- Summer 2002** **Retired from University of Texas Pan American** **Edinburg, Texas**
Completed my Master's in Counseling & Guidance
- 1985-2002** **Accountant 1** **Grants & Contracts** **UTPA**
As an Accountant my responsibilities were varied. I supervised the work-study students as well as the clerical staff on the daily functions of the office. I worked closely with the Vice Presidents of the different divisions of the university. I prepared invoices for tuition and fees for students sponsored by the Grants & Contracts office. I assisted in the preparation of journal entries, budget entries, review monthly expenditures and accounts receivable. I prepared cash balances and other schedules for the department. Researched and analyzed new software systems to improve current operations. Answered questions regarding university accounts and worked closely with Vice President for Business Affairs. In addition, I was involved in various special projects which I was selected for.

Skills:

I am familiar with the following software: Microsoft Word, Excel, Power Point, Access. I also have experience using WebCT/Blackboard and I have trained the MLL Faculty and Teaching Assistants on the use of Blackboard. During Fall 2009 I attended training on the use of Tegrity -On Campus lecture recording format which I am presently using Fall 2009 semester.

I am teaching 1304 Beginning Spanish, 2307 -2308 Intermediate Spanish and 3303 Spanish Advanced Composition Online Fall 2009. I am utilizing Horizon Wimba Voice Tools in my Live Classroom as well as Tegrity which gives me the option to record the lecture and have it available to students for the present semester as well as future semesters.