

"This high level of competence makes Maria a valuable resource when planning our programs and services at M-TEC. Student feedback consistently ranks Maria in the excellent category for her classes and workshops that she teaches. We value her professionalism and dedication to her job."

– Ralph Swanson, Retired
Director, Thompson M-TEC

"I often brainstorm with Maria, because I know that she will find ways to increase both the efficiency and the effectiveness of a training solution by incorporating technology wherever possible and desirable. She is a pleasure to work with, as she is an excellent listener, thinker, and collaborator. She follows through on commitments and goes above and beyond any request. I continue to be impressed, even after many years."

– Patrice Ostradick, Retired
Performance Improvement
Consultant, OAISD @ M-TEC

"I have seen many examples of her talent in a leadership role as an instructor and have been impressed by her diligence. Besides being a pleasure to work with, Kit is a take-charge person who is able to present very creative ideas and communicate the benefits to her students. Kit has been very instrumental in curriculum development and the management of our M-TEC website where she demonstrates extraordinary skill in its design and function."

– Joni Rosema
Career Services Coordinator
Thompson M-TEC

I am an innovative professional with 17 years of teaching experience in serving students from diversified social, economic, and cultural backgrounds • Master's degree in Educational Technology at Michigan State University • Bachelor's degree in Information and Computer Science from the Philippines • initiate ideas and solutions ability to integrate relevant and sustainable technology to instruction and learning design and deliver presentations effectively • responsive to student learning needs carry out multiple priorities efficiently • maintain ethical and quality work standards professional demeanor • optimistic and fun attitude • willing to assume increasing levels of responsibility • creative and critical thinker • customer service specialist

EDUCATIONAL ATTAINMENT

Master of Arts in Educational Technology 09/2010 – 08/2013
College of Education, Michigan State University
East Lansing, Michigan
Cumulative GPA = 4.0

Bachelor of Science in Information and Computer Science 06/1989 – 10/1992
University of the Cordilleras (*aka Baguio Colleges Foundation*)
Baguio City, Philippines
"CUM LAUDE"

Academic Achievements:

- **International Honour Society**, MSU Chapter Member
- **Dean's List** every school semester
- **Ten Outstanding Students of the Philippines, Finalist**
awarded by former President Fidel Ramos, Manila, Philippines

PROFESSIONAL EXPERIENCE

- **Senior Instructor**, Corporate and Career Training 8/2002 - Present
Thompson M-TECSM, Holland, Michigan
- **Mortgage Loan Delivery Specialist** 6/1999 - 7/2000
Old Kent Mortgage Corporation, Grand Rapids, Michigan
- **College Instructor**, IT Department 6/1997 - 10/1998
Information Technology Program Chairman, IT Department 11/1997 - 3/1998
Systems Technology Institute, Philippines
- **College Instructor**, Computer Science Dept. 11/1992 - 5/1997
Officer-in-Charge, Computer Science Dept. 10/1995 - 3/1996
University of the Cordilleras, Philippines

SKILLS

Teaching Skills

- function as the Subject Matter Expert by exploring and determining the course content, assessment needs, technology tools, and pedagogical strategies for corporate and career training.
- create and conduct customized and project-based training/workshop at schools and businesses for professional development
- develop and modify lessons, courses, training modules, and curricula for online, face-to face, and hands-on learning to ensure students' learning styles are addressed.

Technology Knowledge & Experience

Assistive Technology
 Augmented Reality
 Cloud Computing
 Collaboration Tools
 Conducting Webinars
 Copyrights
 Data Visualization & Analysis
 Digital Citizenship
 Instructional Design Principles
 Internet Security
 ISTE, NETS standards
 Learning Management System
 Microsoft Office
 Mobile Learning
 Online Learning
 Personal Learning Network
 Productivity Tools, Web 2.0
 Project-Based Learning
 RSS Feeds, Social Bookmarking
 Getting Things Done Tools
 Social Networking
 Tech Plans & Leadership
 TPACK Framework
 Universal Design for Learning
 Websites, Podcasts, and Blogs

Certifications

- Global Standard IC³ Authorized Educator
- Internet and Computing Core Certification, IC³
 - Authorized Instructor
- Certified Customer Service Specialist (CSS)
- Microsoft Certified Application Specialist (MCAS)/ Microsoft Office Specialist (MOS) MASTER in Access, PowerPoint, Word, Excel, and Outlook
- MS Office XP Master Instructor

Authorized Test Administrator:

- Certipoint certification exams
- Electronic Technicians Associations (ETA) certification
- Pearson Vue (PV) certification including online GED Testing

- use of learning management system in designing courses for online/hybrid learning.
- teach students individually and in groups; adapt and use various teaching methods and instructional strategies to accommodate students' different learning styles, needs, abilities, and interests.
- evaluate and use of online assessments to test student skill level and achievement.
- attend online/on-site meetings and teacher training/workshops to maintain and improve my professional competence and technology knowledge.
- remain current on emerging technology trends to support decisions in choosing the appropriate technology tools to use in developing courseware.
- teach office applications and employability skills for career preparation and workforce development.

Leadership and Administrative Skills

- research, test, evaluate, and recommend instructional materials, textbooks, software, equipment, and technology tools that support student educational needs and school standards.
- contribute to planning, decision-making, and problem solving when handling student and/or school issues.
- prioritize tasks and work on a number of different projects promptly.
- performed the following roles at University of Cordillera and Systems Technology Institute, Baguio City, Philippines
 - served as thesis adviser, career coach, and placed students for apprenticeship
 - planned and determined college courses to be offered every school semester
 - assigned instructors their work schedule and courses to teach
 - evaluated teachers' work performance through conducting classroom observations
 - supervised the computer science department with 15+ staff and instructors, and 300+ college students

Communication and Designing Skills

- support M-TEC's marketing department by designing flyers/brochures, multimedia presentations, web pages, and other promotional products
- create and deliver presentations using Prezi, PowerPoint, screencasts, and other visualization tools.
- prepare and set up attainable learning objectives for all courses and projects and clearly communicate the objectives to students.
- collaborate with co-teachers and staff members to accomplish goals.
- translate learning concepts into real world applications for practical learning.
- clearly articulate learning concepts and technology use to students.
- write and send out e-newsletters and mass emails using Constant Contact to current students and future learners.
- manage M-TEC's social media accounts and website: www.mtec.org.

Human Relations and Other Skills

- empathize with students and co-workers for further understanding.
- optimistic and upbeat to generate good energy and goodwill at work.
- creative and resourceful in solving problems that may inevitably arise.