



Management

Leadership

## Work Experience

Texas A&M University-Central Texas

Killeen, Texas

Aug 2014 – Present

Design, develop, administer, and test using current best practices in adult learning environments in online and lecture environments. Advise students of academic choices and aspects of the adult learning online and lecture classes.

Central Texas Community College

Killeen, Texas

Aug 2013 to present

Developed and designed PowerPoint presentations and taught adult continuing education classes for the Killeen Independent School District Cafeteria Workers with over 60 staff members each summer for the following school year.

Great Western Dining Services

Killeen, Texas

Nov 2008 – Dec 2009

Developed and designed and trained customer service and safety training for on-site adult and student staff of 15.

Ft. Hood Child Development Center

Ft. Hood, Texas

Dec 2006 – Nov 2008

Trained and orientated small groups of adults up to 10 in post child care regulations and curriculum to expect from different age classes.

Directorate of Moral Welfare Services

Ft. Hood, Texas

Nov 2001 – Dec 2006

Developed, designed and trained adult soldiers and family members of services offered throughout child and youth services, and other MWR organizations during all phases of military readiness environments. Groups varied in sizes of 15 to 200. Facilitated donations of over \$3500.00 for a large annual event.

Boy Scouts of America

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Klein, Dolores

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Killeen, Texas

Jan 2000 – Aug 2006

Designed and implemented training for adults and youth in various leadership courses within the Boy Scout doctrine at local, district and council levels. Developed large scale events for profit as well as non-profit with fund raising activities.

### **Computer Skills**

*Hardware:* PC, Laptop, Tablet *Operating Systems:* Microsoft Office Pro 97-8.1 *Software:* SidSams, RecTrac, Publisher, Lotus, Photoshop, Blackboard

### **Classroom Presentations and Papers**

Klein, Dolores (2012, December 9). Win, win-no losers allowed benefits from internship programs. Business Research Methods GB 598. Texas A&M University-Central Texas, Killeen, TX.

Klein, Dolores (2013, February 4). Internship program proposal for Texas A&M University-Central Texas. Independent Study on Internships for the School of Business MGMT 586. Texas A&M University-Central Texas, Killeen, TX.

Klein, D., Manning, T., Southworth, C., Wilkin, S. (2013, December 7). Cleaning Killeen with PowerPoint presentation. Organizational Development and Change MGMT 588. Texas A&M University-Central Texas, Killeen, TX.

### **Professional Memberships**

Faculty Senate Texas A&M University	Fall 2015 - 2016
Assessment and Development Committee	2015 -2016
Ad Hoc Honors Committee	2015 - 2016
National Society of Leadership and Success	Aug 2013 - Current
Student Government Association	Aug 2012 – Jun 2013

### **Community Activities**

Rabbit Fest, Copperas Cove, TX	May 2014
Killeen Young Professionals	May 2012 - Aug 2013