

Work Experience

Office of Research

Texas A&M University-Central Texas
Killeen, Texas

Director of Innovation for NSF Solar Research

Jan 2018 to July 2018

- Research and locate Solar Grants and projects.
- Research and locate potential partners for NSF grant.

University Center for Applied Research & Engagement

Texas A&M University-Central Texas
Killeen, Texas

UCARE Coordinator

Aug 2017 to Present

- Manage day-to-day operations within the research center.
- Direct supervision of assigned undergraduate, graduate students, and contractors.
- Identify RFPs from federal, state, local, and private sources.
- Coordinate research, planning activities and programs with national, regional, state and local planning agencies as requested.
- Oversee staff by coordinating activities, establishing schedules, monitoring projects to ensure deadlines are met and assignments are completed.
- Solicit work, writing proposals, delegate tasks and manage work flow.
- Conduct and analyze research and evaluation projects.
- Represent the university and maintain a positive and interactive relationship with the local community.
- Monitor and review UCARE operations, develop and implement departmental policies and procedures.
- Interact with faculty, students, and staff.
- Additional Duties Solar Research Contract.

Texas A&M University-Central Texas

Killeen, Texas

Adjunct Professor

Aug 2014 – Present

- Ability to communicate effectively in oral and written English, evaluative measures to determine the student's level of comprehension and conceptualization, usually through scheduled periodic exams, mid-term, and finals.
- Keep abreast and apprised of developments in their field, actively utilize computer technology to teach distance education courses.
- Teach courses in six (6) subject areas.
- Work with students who are taking classes to improve their knowledge or career skills.
- Develop an instructional plan (known as a course outline or syllabus) for the course(s) and ensure it meets university and department standards.
- Plan lessons and assignments.

- On-line teaching training (Blackboard)
- Assess students' progress by grading assignments, papers, exams, and other work.
- Advise students about which classes to take and how to achieve their goals.
- Stay informed about changes and innovations in business and management field.
- Conduct research to advance knowledge in business and management field.

University Center for Applied Research & Engagement

Texas A&M University-Central Texas (UCARE)
Killeen, Texas

Contract Consultant

Aug 2014 – Aug 2017

- Assist with oversight of undergraduate, graduate students, and contractors.
- Seek Request for Proposals (RFP) from state, local and private sources.
- Assist coordination of research, planning activities and programs with national, regional, state and local agencies as required ensuring deadlines are met.
- Facilitating the learning environment of team research, project management, budgeting, survey development, analysis, and interpretation.
- Represent the University and maintain a positive interactive relationship with the local community.
- Interact the faculty, students, and staff to enhance the relationship within the University. Monitor and review UCARE operations, develop policies and procedures.
- Capacity to transform concepts into tangible and attainable projects using inputs to obtain quantitative and qualitative outputs and outcomes.

Central Texas Community College

Killeen, Texas

Instructor

Aug 2013 FA 2014

- Developed and designed certification presentation lecture class and testing for adult continuing education class.
- Over 60 students

Great Western Dining Services

Killeen, Texas

Catering Director

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

Administrative Assistant

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

Coordinator Assistant

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

Killeen, Texas

Trainer

Jan 2000 – Aug 2006

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

Additional Experience

- CITI Training
- NIH training current
- Own and operate Tumbleweed Station Catering (8 years)
- Substitute teaching for K-12
- Owned and operated Nails by Design (10 years) USA and Germany
- Various activities for military spouses to include fund raising, moral welfare projects and other oddities as needed for the support of the military.
- Successfully directed local and national Boy Scout events with large and small teams of volunteers with consistent 18-20% profits.
- Austin Community College and as an administrative assistant for two departments
- InfoSearch Legal research assistant
- KTBC-TV CBS affiliate in Austin, Texas.

Computer Skills

- *Hardware:* PC, Laptop, Tablet
- *Operating Systems:* Qualtrics, Microsoft Office Pro 97-10
- *Software:* SidSams, RecTrac, Publisher, Lotus, Photoshop, Blackboard, Web Advisor, Canvas, Leo

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 MGTK 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 MGTK 588. Texas A&M University-Central Texas, Killeen, TX.

Professional Memberships

- Faculty Senate Texas A&M University
First Adjunct Representative
 - Assessment and Development Committee
 - Ad Hoc Honors Committee
 - National Society of Leadership and Success
 - Student Government Association
- Fall 2015 – Spring 2017
 2015 -2016
 2015 - 2016
 Aug 2013 Current
 Aug 2012 – Jun 2013

Community Activities

- Killeen Chamber of Commerce Military Appreciation
 - Spring IEB meeting UT, Austin
 - ENACTUS Regional Competition, Plano, TX
 - TEES Training (Good Vs Fundamental Proposals, Developing a Concept Paper)
 - Legacy Alumni Ceremony
 - Festival of Trees Scholarship Fund Raiser
 - Rabbit Fest, Copperas Cove, TX
 - Killeen Young Professionals
- April 2017
 April 2017
 April 2017
 May 2017
 Sep 2016
 Dec 2016
 May 2014
 May 2012 - Aug 2013