

Ms. Jessica Robin

EDUCATION

North Central University, Prescott, Arizona Program of Study: Doctorate of Business Administration (Management) Started: DBA – Business Management	2012-2014
Lakeland College, Green Bay, Wisconsin MBA – Business	2005-2006
Saint Norbert College, DePere, Wisconsin BBA – International Business, Spanish Minor	1997-2001
Northeast Wisconsin Technical College Associates Degree – Micro Computer Specialist	1995-1997

LICENSE/CERTIFICATIONS

Texas Educator Certificate – SBEC

Certification:	Technology Education (6-12) – Standard Certificate	Effective: 2013 Exp: 2025
	Business Education (6-12) – Standard Certificate	Effective: 2006 Exp: 2025

ACADEMIC WORK HISTORY

Texas A&M University Central Texas

Visiting Instructor Business Professor – COBA

2016 – Present

Courses instructed: Business Communications (WI) (BUSI 3301) and Business Ethics (Service Learning (BUSI 4301) ·Responsible for teaching undergraduate courses via face-to-face and/or in an online format.

Duties:

- Maintained appropriate office hours
- Course Lead for BUSI 3301 and BUSI 4301
- Ensured a timely response to all student inquiries within 24 hours
- Submitted syllabi for approval prior to all semester deadlines
- Performed other related duties as needed or assigned

Texas A&M University Central Texas

Adjunct Business Professor – COBA

2012 – 2016

Courses instructed: Principles of Management (MGMT 3301) and Business Ethics (MGMT 4301) ·Responsible for teaching undergraduate courses via face-to-face and/or in an online format

Duties:

- Maintained appropriate office hours (online)
- Ensured a timely response to all student inquiries
- Submitted syllabi for approval prior to all semester deadlines
- Submitted all required university documentation and course rosters on time
- Helped assist Dr. Altman with the course redesign of Business Ethics (summer of 2014)
- Performed other related duties as needed or assigned

Killeen Independent School District

Local School – KISD Career Center

Career Prep/AV/Graphic Design Teacher

2013 – 2016

- Responsible for teaching; Career Preparation, Audio/Video Production, Graphic Design I, E20/20 Economics, and E20/20 English courses.
- Assisted in the educational and social development of high school juniors and seniors. Assisted in guiding students towards college academia by creating unique learning experiences both in and out of the classroom.

Duties:

- Proctored student exams for Work Keys and Key Train Modules
- Proctored student Certification Exams for the NCRC+ Certification
- Trained and assisted students to achieve an Adobe Photoshop CS5 Certification
- Planned and prepared effective teaching lessons for all subject areas in compliance with the course TEKS
- Participated in after school CTSO events, competitions, and school trips

Local School – Ellison High School

Career Preparation Teacher

2006 – 2013

- Responsible for teaching articulated college Career Preparation-Business courses.
- Assisted in the educational and social development of high school juniors and seniors. Assisted in guiding students towards college academia by creating unique learning experiences both in and out of the classroom.

Duties:

- Planned and prepared effective teaching lessons
- Participated in after school CTSO events, competitions, and school trips
- Used regular assessments to monitor student progress, set target goals, and then responded accordingly to achieve a high student pass rate
- Promoted creativity and innovation through the use of new technology and software programs
- Researched, prepared and planned for future lessons both in and out of the classroom
- Contributed to the implementation of school and departmental improvement plan

PROFESSIONAL DEVELOPMENT & CONTINUED EDUCATION:

- June 2021: QM Teaching Beyond the Content: Embedding Workforce Skill Development into the Curriculum. Webinar Class.
- June 2021: Virtual Attendance of the IABC World Conference (1 day). For Professionals in the field of business communication. Global Standard in communication through educational workshops, certification, awards program, resource library, were available at the annual World Conference. IABC supports a community of business communication professionals with innovative thinking, shared best practices, in-depth learning and career guidance.
- April 2021: SUSTEX Summit – Killeen, TX - *Sustainable Solutions During Challenging Times*
 - The objective of SUSTEX2021 Summit is to gather current and future leaders from academia and industry to discuss current challenges and to present solutions that advance sustainable organizational practices. In doing so, this year's conference emphasizes sustainable solutions in challenging times through the lens of SUSTEX's foundational themes. Leadership for Sustainability Strategic planning and management for sustainable growth Implementation of the Sustainable Development Goals to:
 - Secure essential human rights - SDGs **2, 6, 7, 14, 15**
 - Meet needs for human prosperity – SDGs **1, 3, 4, 5, 8, 10, 16**
 - Design effective governance and regulation – SDGs **9, 11, 12, 13**
 - Partnership and collaboration for a better world - SDG **17**
 - Virtual Workshops
- February 2021: Humanizing Your Online Course - Southwest Decisions Sciences Institute. Webinar Class.
- April 2020: SUSTEX Summit – Killeen, TX – *Leadership for Sustainability*
 - Virtual Workshops
- March 2019: SUSTEX Summit – Killeen, TX - *Leading the “One Planet” Way*
 - Workshop- Powerful and easy: Develop a mindset for sustainability
 - Workshop- The Global Leader and Leadership Development for Sustainability
 - Workshop- Peer Learning: A Powerful Tool for Developing a Sustainable Mindset- Anywhere
 - Workshop- Altruism: A Common Thread Connecting Values, Spirituality, Leadership and Sustainability Workshop- Powerful and easy: Develop a mindset for sustainability
- May 2016-18: Attended monthly Brown Bag Sessions hosted by COBA Management & Marketing Department

ACCEPTED CONFERENCE PRESENTATIONS:

- April 2017: SWAM regional professional association conference. Panel Presentation with colleagues (Dr. McPherson, Dr. Altman, Dr. Salazar, and Dr. Lui) *Service Learning Across Curriculum*, at the SWAM Regional Conference in Little Rock Arkansas in April, 2017.

UNIVERSITY FELLOWSHIP/SCHOLARSHIP:

- August 2017-18: Service Learning Fellowship. Participated in the fellowship to support service learning course design and delivery for BUSI 4301 Business Ethics. Developed opportunities, attended monthly meetings, and collaborated with other faculty members.

COMMUNITY ENGAGEMENT & COURSE ENRICHMENT:

Ongoing integration of Service Learning group projects and relationship building/collaboration in BUSI 4301 Business Ethics. Local organizations partner with me to provide service learning opportunities to my students. When needed, I have also coordinated both direct and indirect service learning opportunities for other BUSI 4301 instructors in the local community. The Service Learning projects and non-profit organizations by year are shown below.

- 2020-2021: Habitat for Humanity, Ronald McDonald House and Operation Phantom Support
- 2019, 2020: Ronald McDonald House, Special Olympics, and Operation Phantom Support
- 2018-2020: Ronald McDonald House, Special Olympics, and Habitat for Humanity
- 2017-2020: Ronald McDonald House and Special Olympics

PROFESSIONAL ACTIVITIES, COMMITTEES & SERVICE:

Circles of Excellence Committee Member	April 2021 – Present
Environmental Health and Safety Council	May 2020 – May 2021
Board Member – Operation Phantom Support	August 2019 – May 2021
Applying the QM Rubric APPQMR & Certification	October 2019
Board Member – Ronald McDonald House	January 2018 – May 2019
Service Learning Faculty Cohort	August 2018 – May 2019
Grade Appeal Committee Member	August 2017 – May 2018
ENACTUS. Student Organization. (Chapter Advisor)	August 2016 – May 2017
Students competed at State and National Competition.	

PROFESSIONAL MEMBERSHIPS:

International Association of Professional Communicators. Member.	February 2020 - Present
ENACTUS. Student Organization. Chapter Advisor.	August 2016 – May 2017