Wanda F. Curtsinger

800 Marion Pugh Dr. Apt 1201
College Station, TX 77840

Office: (979) 571-4704
Email: wcurtsinger@tamu.edu

Professional Experience

Senior Information Technology Consultant, Texas A&M, College Station, May 2012 to Present

Maintain knowledge and deliver consultative service and support to clients using complex software applications. Explore problems and suggest resolutions for client. Contribute in client problem tracking. Deliver training to clients on several different applications and/or various specific software applications. Guide and instruct clients on computing security policies and processes. Provide technical oversight for the expansion and upkeep of published and web-based software application material for client use. Review new technologies and create exclusive outlines.

Core Duties: Discuss and assist other personnel in determining and solving technical problems. Deliver resource assessments and growth reports. Assist on committees to create technical standards and direction. Meet with University clients and technical staff to define information essentials and requirements. Guarantee that all work is precise and in compliance with departmental or project excellence standards. Deliver on-call support on nights and weekends as needed. Participate in the preparation and budget development. Contribute to all other duties as required.

Adjunct Faculty, Owensboro Community and Technical College, KY August 2010 to present

Teach two sections of CIT 105 online with a total of 56 students. It involves using Microsoft Suite (Word, PowerPoint, Access, and Excel). It also requires students to create a five-page research paper using MLA to cite sources. Students learn the basic hardware and location of hardware in computers.

Have taught four sections of CIS 100 to students with a total of about 115 students. Two sections are face to face while two are online. It involves using Microsoft Suite (Word, PowerPoint, Access, and Excel). It also requires students to create a five-page research paper using MLA to cite sources. Students learn the basic hardware and location of hardware in computers.

Adjunct Faculty, Blinn College, August 2012 to present

Teach two online sections of BCIS 1305. It involves teaching students the basic understanding of computers, data processing, and application software. Software includes Microsoft Office.
Teach one online section of COSC 1406. It involves teaching students the introduction to programming.

Adjunct Faculty, Gateway Community and Technical College, KY September 2012 to present

Teach one section of CIT 105 online. It involves using Microsoft Suite (Word, PowerPoint, Access, and Excel). It also requires students to create a five-page research paper using MLA to cite sources. Students learn the basic hardware and location of hardware in computers.

Adjunct Faculty, Victoria College, Texas January 2013 – present

Teach one computer section online. It involves teaching students the basic understanding of computers, data processing, and application software. Software includes Microsoft Office.

Usher, Texas A&M Football, August 2012 to present

Greet and maintain a friendly attitude to all customers and direct fans to their seat. Be well-informed of the section that is assigned and familiar with how to handle a ticket conflict in your assigned section. Assist in cleaning the assigned section. Contribute to all other job duties as assigned.

IT Consultant, Western Kentucky, Owensboro, September 2009 to May 2012

The IT Consultant is accountable for design and development of web pages, interactive web forms, and online databases for the units referenced on the Owensboro Campus. It also includes providing support for various forms of technology, including projectors, computers, personal digital assistants, digital display, and media players. The IT Consultant also assists with departmental labs and supports faculty and staff using both Macintosh and Windows desktop software, troubleshoots hardware and software problems. This position also provides recommendations and support for college technology projects and purchases, maintains inventory of equipment, conducts group training and one-on-one user support for faculty and staff while supporting videoconferencing and interactive video meetings. The IT Consultant provides point of contact for IT Division support of college projects and reports on activities weekly. It also requires participation in ongoing training, coordination, and professional development through Academic Technology. The IT Consultant oversees the eight IVS staff and three computer lab workers. The IT Consultant is responsible for creating the IVS staff and computer lab schedules and maintains the IVS rooms and computer labs. This position also oversees the security system for the doors, key box lock, security cameras, and marquee at the Owensboro Campus. The IT Consultant also provides training for faculty, staff and students that use Blackboard for course sites. This position allowed for the opportunity to teach one section of SM 447 in the fall 2011 semester for Western Kentucky University.

Adjunct Faculty, Henderson Community College, August 2011 to May 2012 and Summer 2013.

Teach one section of CIS 100 to students with a total of about 20 students. The class is a hybrid which meets face to face and online every week. It involves using Microsoft Suite (Word, PowerPoint, Access, and Excel). Students learn the basic hardware and location of hardware in computers.

Information Technology Assistant/IVS Coordinator, Hazard Community and Technical College, January 2005 to September 2009

Information Technology Assistant worked on various computer problems for HCTC such as updating, reimaging, and installing various hardware parts such as: (memory, hard drives, power supplies, motherboards, and printers) and installing, removing, and training on the use of various software programs, running cable, and troubleshooting other problems. This position also required traveling to other Hazard campuses once a week and performing the same job duties. The IVS Coordinator was responsible for overseeing all the IVS classes, IVS workers, and technical problems on the campus in Jackson. The IT Assistant/IVS Coordinator was responsible for training faculty, staff, and students on how to use Blackboard, IVS equipment, and technical hardware. The IVS Coordinator was also responsible for helping proctor and overseeing the compass test. Also responsible for proctoring all exams that were given and scheduled by faculty.

Adjunct Faculty, Hazard Community and Technical College, August 2008 to May 2010

Teach two section of CIS 100. The class was online. It involved using Microsoft Suite (Word, PowerPoint, Access, and Excel).

VLI (Virtual Learning Initiative) Adjunct Faculty, KCTCS, August 2009 to August 2011

Facilitate and grade assignments. This position was for an assortment of technology classes that took place for a certain amount of weeks.

Community Ed Adjunct Faculty, Hazard Community and Technical College, August 2008 to August 2009

Teach Microsoft Excel classes to businesses and community members. It involved groups like the Tobacco Farmers of Kentucky, Non-Profit Organizations, and the community. The classes would take place in two to four sessions that would last three hours each time.

IVS Coordinator/IT Assistant, Morehead State University of Jackson, January 2005 to September 2009

The IVS Coordinator was responsible for overseeing all the IVS classes, IVS workers, and technical problems on the campus in Jackson. The IVS Coordinator was responsible for training faculty, staff, and students on how to use Blackboard, IVS equipment, and technical hardware. The IVS Coordinator was also responsible for keeping test secure and proctoring exams. This position was responsible for marketing, researching data which included graduating students, dropouts, and existing students ready to graduate. The position required overseeing the two regional campuses in Hazard and Hindman. Travel was required at least once a month to check on technology and meet with the IVS staff. Information Technology Assistant worked on various computer problems for MSU Jackson such as updating, installing various hardware parts such as: (memory, hard drives, power supplies, motherboards, and printers) and installing, removing, and training on the use of various software programs, running cable, and troubleshooting other problems. This position also required traveling to other Hazard campuses once a week and performing the same job duties. Also responsible for acquiring and creating reports on new equipment such tables, monitors, speakers, and other hardware needed for new IVS rooms and existing IVS rooms.

Adjunct Faculty, Morehead State University of Jackson, August 2008 to August 2009

Taught EDEL 302 for future teachers. The class consisted of teaching students about how to incorporate technology into the classroom. Technology consisted of smart boards, cameras, scanners, podcasts, computers, and other hardware technology. It also consisted creating and carry out KTIP Lesson plans. Students were required to at least teach one lesson plan during the semester. These classes were face-to-face and meet once a week back to back. There were two sections.

Taught MSU 399 (Effective Use of the Online Environment) August 2008
The class consisted of teaching students about the online social environment. Students were required to learn how to properly use Blackboard, MSU Online services, Library Services, Blogging/Bulletins, Search Engines and Basic Webpage design, and Email. The class was IVS with students located in Hazard, West Liberty, and Jackson.

Committees

Have served on several academic and university committees dealing with a wide range of topics.

- The Telford Scholarship Committee consisted on selecting 4 students each semester to work in the computer lab at Hazard Community and Technical College.
- The marketing committee deals with advertising, promotional items, event participation, and marketing the WKU-Owensboro campus.
- The website committee designed and implemented the WKU-O website.
- The Guthrie committee consisted a $500,000 that had to implemented and used for new technology. The committee consisted of four people as the Co-PI and IT Consultant was responsible gathering quotes on marquee, computers, card access, and etc.
- Blackboard Learn Project committee is implementing a new LMS across Texas A&M.

Professional Activities and Memberships

Phi Theta Kappa – 2001 to present
Morehead State University of Jackson Advisory Board, 2008 – 2009
Emerge Owensboro, 2011 to present
VIP (Volunteerism in Progress), 2011 – 2012

Honors and Awards

Dean's List Spring 2000
Dean's List Fall 2000
College Honors Convocation and Outstanding & Academic Service, 2002
Computer Internship (300 Hours), 2002
Telford Scholarship, Spring, 2003
Telford Scholarship, Fall, 2003
Dean's List, Spring, 2003
Dean's List Fall, 2003
Information Technology Academic Achievement Award, 2003
College Honors Convocation and Outstanding & Academic Service, 2003
Phi Theta Kappa Honor's Cord, Spring, 2003
Phi Theta Kappa Honor's Cord, Spring, 2004
Alpha Eta Epsilon Stole & Tassel Award Night, 2004
Nominated for the Collegiate All-American Scholar Award –Based on Academic Achievement, 2004
Biography for published in the publication The Nationals Deans List, 2004
WKU Information Technology Red Towel Award, 2011
Graduated Emerge Owensboro Leadership Program, 2012

Workshops and In-House Seminars:

Introduction to Blackboard – MSU Jackson, 2008
How to Use IVS – MSU Jackson, 2007
How to Use PowerPoint Effectively, 2007
How to Use My Stuff, 2010
How to Use Blackboard, 2010
How to Use Smart boards, 2010
How to Use Access, 2010
How to Use Smart boards, 2011
How to Use Blackboard, 2011
How to Use Turnitin, 2012
How to Use Turnitin, 2012
Technology Showcase – How to Use the Gradebook, 2012
Flipped Your Course (4 different workshops), 2012

Attended Workshops:

WKU Departmental Retreat, 2011
Lasting Impressions: Providing Excellence Service, 2012
Organizational Alignment & Culture, 2012
Introduction to Diversity and Inclusion, 2012
Working in a Team Environment, 2012
Adapting to Change, 2012
Professional Presence, 2012
Faculty Teaching Academy, 2012
Introduction to ePortfolios, 2012
Introduction to Flip Your Course, 2012

Volunteerism:

MSU-Jackson/Kiwanis Fish Fry 2006
MSU-Jackson/Kiwanis Fish Fry 2007
WKU-O Food Drive (Overseen and raised 3600 items), 2011
WKU-O Humane Society (Overseen and raised over 500 items), 2012
WKU-O Habitat for Humanity, 2012
Volunteered and cooked lunch for the Boulware Mission, 2012
Volunteered and raised money for the Relay for Life, 2012
Volunteered and helped raise money from a Silent Auction, 2012
WKU-O Blood Drive, (Overseen and had almost 40 people donate), 2012
Developmental College Algebra Tutor – 10 hours a week, 2008

Education

M.A. Morehead State University
Educational Technology 2012

M.S. Morehead State University
Information Systems 2007

B.S. Sullivan University
Business Administration in Management
Graduated Cum Laude 2004

A.A.S. Hazard Community and Technical College
Business Administration
Minor – Information Systems Management
With Distinction 2004

Certificates Hazard Community and Technical College
Advanced Business Administration
Basic Business Administration
General Business

Information Systems Management 2004

A.A.S. Hazard Community and Technical College
Information Technology
Minor – Network Administration
With Distinction 2003

Certificates Hazard Community and Technical College
Information Technology Fundamentals
Information Technology A+
Networking Cisco Basic
Networking Cisco Enhanced 2003

A.A. Hazard Community and Technical College
Associate in Arts
With Distinction 2002

Hazard State Vocational Technical School
Office Technology 1994

Breathitt High School 1991

Certifications:

MS Word 2003 Fundamentals 2005
Computer Fundaments (Win XP) 2005