

Gilarie Vale Figueroa

Director of Operations / Director of Academic Affairs

- 📍 Puerto Rico
- 📞 7875191000
- ✉ gilarievale@gmail.com
- 🌐 gilarievale.com

SKILLS

Project Management

- Development of education projects and programs
- Project planning and management in traditional and distance education
- Compliance with applicable practices, policies and regulations
- Analysis and evaluation of educational systems
- Profitability: Income and Expenses
- Analytical ability to prepare reports, statistics, graphs and make presentations.
- Ability to relate effectively with different levels of administrative staff, executives, students and public and private entities.
- Supervision and hiring of staff and faculty.
- Ability and initiative to work with highly confidential information of the institution, staff and students.
- Ability to work with high confidential information of the institution, staff and students.
- Analytical capacity and recommend effective solutions.

Implementation of Instructional Models

- Implementation of instructional models and instructional design
- Conversion of traditional courses to online courses.
- Standardization of processes for the use of uniform tools and platforms for online education.
- Identification of didactic resources, applications, tools,

EXECUTIVE SUMMARY

Director of Operations and Director of Academic Affairs with more than 10 years of experience in higher education. Focused on contributing my experiences and academic knowledge in the teaching and learning process in a prestigious institution, with the aim of develop competitive citizens in labor market and in society.

- High experience in project management, operational planning and implementation.
- High experience in strategic planning, accreditation, and assessment.
- High experience in working directly with the executive leadership of a college or university.
- High experience in formulating work plans, developing goals and objectives and implementing plans powerful work.
- High experience in research in educational approaches.
- High experience in instructional design models, learning technologies in higher education settings and learning consulting.
- High experience in instructional design, distance education programs and data collection and analysis.

EDUCATION

- 2014 - 2017 **Doctor's Degree in Education**
Nova Southeastern University
Major Concentration: Instructional Technology and Distance Education
- 2006 - 2009 **Master's Degree in Education**
Inter American University of Puerto Rico
Major Concentration: Sport Training
- 2001 - 2005 **Bachelor's Degree in Athletic Therapist**
University of Puerto Rico, Ponce Campus
Major Concentration: Prevention, Management and Rehabilitation of Injuries

PROFESSIONAL EXPERIENCES

- 2022 - Present **Director of Campus**
Dewey University
- Develop strategies and work plans focused on guaranteeing the profitability and economic stability of the educational institution.
 - Establish the necessary strategies to achieve the objectives in the incorporation of new and continuous population, net income, retention, educational organization, operating cost, placements, among others.
 - Plan, direct the recruitment efforts of new students and ensure compliance with the enrollment objectives.
 - Manage the development plans of the institution, as well as the institutional goals.

platforms that guarantee academic rigor

- Creation and development of curriculums and learning designs for academic programs.
- Design and development of institutional certifications.
- Design and development of project assessment Tools.
- Training and coaching

CERTIFICATIONS

- Teaching and Organizing a Virtual Learning Environment
- Respecting Copyrights and Leveraging Available Resources
- Preparing Students to Become Good Online Learners
- Online Teaching Techniques
- Online Language Communicating with Students
- Gaming and Simulation in Online Learning
- Effective Use of Social Media in Online Courses
- Teaching Online a Student-Centered Approach
- Excellence in Online Teaching
- Emotional Intelligence for Effective Leadership and Collaboration
- CITI Program
- Style for Writing and Scientific Correction

RECOGNITIONS

- Designer of the Certification Course of Distance Courses of the Inter American University of Puerto Rico
- Perfect Attendance Certificate
- Recognition of Cooperation and Service to the Educational Community

LANGUAGES

- Spanish
- English

- Establish the projections of income, expenses and funds of the institution and ensure their faithful compliance.
- Plan, coordinate and supervise the work related to the operations of the institution.
- Implement and ensure compliance with the regulations that govern the administrative and academic processes of the institution.
- Guide and support the creation and development of administrative, academic and student committees in the institution.
- Present statistical data on the progress and behavior of the development indicators of the institution.
- Guide and coordinate the works related to the visits of accrediting agencies, self-studies, audits; as well as any activity or request directly related to the credentials and operation of the Institution.
- Establish links with the population communities where the institution is geographically located.
- Promote an active and ethical interrelation with corporate, commercial and community societies.

2021 - 2022 **Academic Associate Director**

Dewey University

- Responsible for the implementation of the educational model of the Institution both at the level of the certified programs and at the level academic.
- Prepare the academic programming and assign the faculty the courses of their specialty, in accordance with the programming that was prepared for each term.
- Responsible for the recruitment, selection and hiring process of the faculty.
Supervise the faculty, including ensuring that they comply with academic policies and procedures, and administrative according to provisions of law, criteria of regulatory agencies and standards of the Institution.
- Evaluate the performance of the faculty in accordance with the established procedure and design corrective action plans, if applicable necessary.
- Organize and offer training for the Professional Development of the faculty.
- Responsible for the supervision and evaluation of the Program Coordinators, Leading Professors, Registrar's Office, Center of Resources for Learning (Library) and Student Affairs of the institution.
- Develop certificate and undergraduate programs, so that they are in accordance with the goals established by the institution, as well as researching and participating in the creation of new educational products.
- Ensure compliance with the objectives of each academic program, monitor that the academic progress of students is in accordance with the academic plan and participate as part of the academic achievement committee.
- Create a retention plan and develop strategies to ensure a retention level of 75% or higher.
- Attend, channel and or resolve the situations presented by students and faculty, including referrals from students, identification and determination for the assignment of academic supplements and tutorials, among others.

2021 -
Present

Doctoral Committee Chair (Department of Distance Education)

Inter American University of Puerto Rico, Ponce Campus

- Call official meetings between students-committee to discuss, clarify doubts, make decisions, offer feedback, among other matters related to mentoring.
- Support the student in the elaboration of the work plan.
- Resolve disagreements or differences in viewpoints, to achieve consensus of the recommendations, needs and requests presented.
- Verify throughout the process, from the preparation of the proposal, the development of the investigation and the elaboration of the chapters that compose the doctoral dissertation, that the student meets the academic standards, applicable ethical and legal.
- Advise the student during the writing of the chapters of the proposal of research and preparation of the final doctoral dissertation document.
- Actively participate in the process of assessing the capacities and student research skills, during the defense process Oral research proposal or doctoral dissertation.
- Monitor the process of collection, analysis and management of data or information collected.
- Coordinate the selection of the reader of the Oral Defense Committee, prior consensus with the members of the Doctoral Dissertation Committee and the student.
- Notify the academic direction of any matter related to progress student academic.

2019 - 2021

Research Professor

Inter American University of Puerto Rico, Bayamon Campus

- Develop an analysis of the academic system of the educational institution to be able to execute the design, implementation and management of the conversion of traditional courses towards the modality of hybrid or online courses.
- Analyze and evaluate the implementation of an Instructional Design Models to develop the conversion of traditional courses to the modality of hybrid or online courses.
- Design, develop and establish a macro-design (Standard Core) for the instructional design of hybrid or online courses of the educational institution.
- Design, develop and implement an institutional certification focused on the design and management of hybrid or online courses according to the needs of the faculty and educational community.
- Develop research methods and assessments that identify if the instructional designs of the hybrid or online courses comply with all the requirements established by the educational philosophy and theoretical foundations of the institution.
- Analyze and evaluate the content management provided by the faculty staff in the hybrid or online courses.
- Develop and execute research methods and assessments on the courses that have been offered with hybrid or online modality.
- Establish parameters to measure variables such as: structure of the instructional design of the course, academic achievement, satisfaction levels, level of execution of the faculty staffs, retention, among others.
- Submitting recommendations to improve the practices of the online learning programs of the Department of Distance Education and educational institution.
- Implementing and executing action plans to work with the weaknesses and needs of the academic system of the Department of Distance Education to improve the educational quality of the hybrid or online courses.

- Suggesting institutional regulations for the design and development of hybrid/online courses.
- Develop cumulative documents and offer reports on possible conflict solutions to improve some of the problems or complaints that occur in the design and management of hybrid or online courses of the educational institution.
- Participate as a speaker in educational seminars and conferences.

2017 - 2019 **Curriculum Development and Multimedia Specialist**

Inter American University of Puerto Rico, Bayamon Campus

- Supervise and participate together with the faculty staff in the design, curricular revision and development of the conversion of traditional courses towards hybrid or online courses.
- Evaluate that the instructional content of the hybrid or online courses comply with the syllabus, rules and curriculum of the different department of the educational institution.
- Evaluate that the hybrid or online courses comply with federal, state and institutional regulations (Copyright, Copyleft, ADA Law, ABET Accreditation).
- Verify that the hybrid and online courses comply with the "Guide for the Creation and Evaluation of Online Courses" to then submit them to the evaluation committee for begin the institutional process of course certification.
- Design and offer training programs to faculty staffs on: (a) instructional design of online courses, (b) multimedia education tools (c) learning management system and (d) online course management.
- Offer technical and instructional support to faculty staffs that offer hybrid or online courses.
- Collaborate in the selection and training of new educational software and multimedia programs.
- Create and develop appropriate instructional materials for training workshops and institutional certification courses.

2014 - 2016 **Academic Professor/ Curriculum and Instruction Specialist**

MBTI Business Training Institute

- Recommend and design syllabus and curriculum for different courses implemented in the School of Health of the educational institution.
- Design and develop classes according to the rules established by the educational institution.
- Offer different lectures and courses implemented in the School of Health of the educational institution.
- Design assessment tools according to the instructional objectives established in the courses.
- Employ the procedures established in the Curriculum Retention Plan according to the educational agencies of higher education (Council for Independent Colleges and Schools, ACICS).
- Develop strategies to improve retention and teaching methodology in the classroom.
- Keep a group retention greater than 70% according to the Accrediting Council for Independent Colleges and Schools (ACICS).
- Create and develop different academic reports and weekly educational work plans.
- Attend to meetings, seminars, and training of the educational institution.

2006 - 2012 **Instructor**

Inter American University of Puerto Rico, San German
Campus

- Design and develop course syllabus before the beginning of the academic semesters.
- Plan and develop the course schedule according to the course syllabus .
- Choose the appropriate teaching strategies according to the standards of the academic department.
- Design and offer learning activities to achieve the educational objectives of the courses.
- Supervise clinical practices offered by the educational institution of various academic programs focused on the Department of Health.
- Offer special guidance and counseling to help students achieve their academic and personal goals.
- Know the student needs according to personal problems and learning disabilities and refer students to institutional resources available for them to receive help.
- Establish assessment methods to determine and evaluate students according to the course requirements.
- Help first-term students expand and improve the quality of their academic experiences within the educational institution.
- Help the students to increase their technology skills to improve their learning strategies.
- Help improve student learning strategies, rates, student retention according with the policies of the academic programs of the educational institution.
- Direct and guide students for the development of their research projects.
- Offer seminars and conferences about the adaptation of university life.

RESEARCH

- Students Motivation and Achievement Based to Their Learning Style According to the Used of Electronic Portfolio
- Implementation and Adaptation of an Instructional Model in the Academic Programs of Online Courses of the School of Engineering
- Experiences Of Adult Students Enrolled Online with the Use of Information and Communication Technologies in Learning in a Higher Education Institution

COMMITTEE

- AD HOC Committe: Institutional Committee of the Department of Distance Education
- AD HOC Committe: Evaluation of Certificate of Distance Courses of the Inter American University of Puerto Rico

CURRICULAR ACTIVITIES

- Speaker: PEAFAI, 2019: Best Practices in Distance Education. Ponce, Puerto Rico
- PEAFAI, 2017: Best Practices in Distance Education. Ponce, Puerto Rico
- NOVA, 2015: Summer Conference: Research, Learning and Global Leadership. Fort Lauderdale, Florida