

# Mozelle M Breeding

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breeding@uiwtx.edu

## Education and Honors

**2009 to 2011**

### **Master of Education**

University of the Incarnate Word, San Antonio, Texas

**2006 to 2009**

### **Bachelor of Arts in Interdisciplinary Studies**

#### **Minor: Reading**

University of the Incarnate Word, San Antonio, Texas

### **Magna Cum Laude**

#### **Alpha Chi National Honor Society**

Elected to both graduate and undergraduate membership

#### **Sigma Alpha Phi Society**

National Society of Leadership and Success

#### **Millennium Grant Award**

#### **Rising Star in Education Award**

## Key Skills

Canvas LMS Pilot, Faculty training, Poll Everywhere, Grades First, Adobe Creative Cloud, Personal Development and Continuing Education, ACCLAIM Digital Badges, CashNet, Ellucian Software, TerminalFour (t4) platform, Blackboard Academic Suite, Banner and BannerWeb Information Systems, Zoom, Survey Monkey and Wufoo, Ed Assist, Recruit, Argos, Crystal Reports, MS Office Suite, SharePoint, IBIS, Multiphone System, 50+ WPM, 10-Key (touch), and Data Entry

## Work Experience

**2022 – Present**

Adjunct Faculty

University of the Incarnate Word School of Professional Studies

- Prepared curriculum for Concept and Functions of Management and Organizational Behavior.
- Developed/delivered online lectures in accordance with course objectives.
- Prepared course syllabus and aligned learning objectives with course materials.
- Evaluated and graded student coursework, assignments, and presentations. While providing effective feedback to students

**2018 – Current**

University of the Incarnate Word

Manager - Curriculum and Content

- Assists faculty with the development and set up of the Blackboard shell used in classroom and online instructional courses.

- Helps the Associate Dean with the assessment of courses during the term.
- Through workshops and one-on-one sessions, provides technical training to faculty regarding developing, delivering, and enhancing Blackboard courses and advises faculty on current instructional technologies.
- Participates in 2020-21 UIW Management Training Series
- Assists other SPS associates with the technical and online assistance to students.
- Assists faculty with preparing and uploading course content; and produces web-enabled interactive faculty development modules.
- Collaborates with UIW Instructional Technology group to maintain online course resource website.
- Monitors developments in the fields of instructional technology and education technology to remain current on effective tools and strategies.
- Other duties as assigned.

### **2015 – 2018**

University of the Incarnate Word

Coordinator – Personal Development and Continuing Education

- Development, coordination, implementation, and supervision of self-supporting non-credit programs.
- Developing course schedules, arranging facilities, facilitating instructor agreements, ensuring classroom/electronic setup.
- Provide information for students and potential students regarding programs/certifications offered through the Personal Development and Continuing Education office; explain education, training, enrollment availability, requirements, and associated career opportunities.
- Create and maintain current brochures, application, web resources, and other program marketing materials.
- Liaison with University, community and professional, government, and other resource groups.
- Maintain records and statistics, prepare and submit reports.
- Set up and process payments through payment system – CashNet.

### **2013 – 2015**

University of the Incarnate Word

Admissions Specialist – EAP

- Weekly Call Detail Report
- Monthly Web Statistics for tracking all websites
- Daily monitoring of all phones lines and transferring to individual on inquiry rotation
- Track with all Information Sessions (RSVPs, Feedback, Results, etc...)
- Set up Survey Monkey link for Information Sessions
- Work closely with Online Marketing to ensure all websites are up to date (information, calendars, etc...)
- Maintain OPPD websites
- Work with other departments to resolve issues (IT, Ellucian, Processors, Advisors, Registrars, Financial Aid, Accounts Payable)
- Train new employees for Admissions Specialist
- Contact person for Ed Assist

- Contact person for Recruiter – trouble shooting
- Contact person for OPPD
- Assist and complete surveys as needed (Best for Vets, MAE, etc....)
- Other duties as needed

### **2012 – 2013**

ETS San Antonio

K-12 AD Permissions Consultant

- Communicating and daily interactions with Content Specialists, Graphics, Copyright, and AD Permissions
- CASTAR (CMT, STS, and CMA) Renewal
- STAAR Review – QC all material requested prior to delivery to client
- NWEA/FAIB – Assisting with the sourcing and documentation of previously published materials used in ETS- developed items and passages being transferred to NWEA
- Review, maintain, and enter into SharePoint and IBIS all passage and art requests for the following programs: WY PAWS/SAWS, PARCC, and MSATP2
- Maintain weekly reports for the programs listed above, and maintain open communication between Copyright, Graphics, and Content Specialists to resolve any problematic items, replacement items, and permissioned items
- Assess passages and art requests to determine if they are Public Domain or Fair Use (passages only), or if there is a Public Domain source available. Acquire all materials necessary to support a Public Domain status.

### **2007 – 2010**

University of the Incarnate Word

Admissions Secretary - ADCaP

- Working directly with Deans, Academic Advisors, and Academic Counselors
- Processing time-sensitive student applications in accordance with university and FERPA guidelines
- Coordinating admissions activities of four academic centers
- Operating with UIW IT Department on Banner system and related issues
- Articulating college/university and military transcripts
- Addressing and resolving prospective and current student concerns as well as faculty inquiries
- Conducting daily interactions with other ADCaP and UIW offices

### **Key Skills**

- Innovative problem-solver
- Highly adaptable, positive, resilient, patient risk-taker who is open to new ideas
- Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce
- Results-driven achiever
- Flexible team player
- Exceptional listener and communicator
- Computer-literate