

Renata R. Lyons, Ph.D.

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Summary

Motivated, energetic, and driven **Instructor** skilled in face-to-face and online teaching, student advising, and working with a diverse group of faculty, staff and students. Demonstrated experience in providing exemplary student and faculty support to achieve institutional standards and benchmarks. Skilled in coaching, facilitation, program management, student retention as well as online course management systems. Proven organizational and planning expertise with an ability to work with minimal supervision. Technically savvy and known for an enthusiastic approach with extensive experience working within remote and flexible environments.

Online Teaching | Student Advising | Instructional Design | Program Diversity | Program Management |
Training and Development | Retention | Detail Oriented | Organized | Curriculum Design | Resourceful |
Problem Solving | Strong Time and Task Management
Multilingual (English, Portuguese, and Spanish) | Written and Verbal Communication

Education

PhD , Educational Administration and Human Resource Development – Adult Education Texas A&M University	College Station, TX
Certificate in College Teaching Texas A&M University	College Station, TX
MAT with Internet Technologies Marlboro College	Marlboro, VT
Master of Science (MS) , Education in ESL Radford University	Radford, VA
Bachelor of Arts (BA) , English Language and Literature Pontificia University, Catolica	Sao Paulo, Brazil

Professional Experience

Academic Coach (Remote) Louisiana State University, Instructional Connections	2018 – Present
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- **Coach online graduate level courses for Louisiana State University's (LSU) online Master's in Leadership and Human Resource Development.**
- **Collaborate with LSU Faculty to assist with course design, grading, and advising diverse group of students within the program.**
- **Advise and provide online academic support, program information, resources, and other assistance keeping student engagement level high.**
- **Monitor online discussion threads posted throughout seven-week courses, provide guidance.**
- Direct involvement with the following graduate level courses:
 - LHRD 4025 – Principles of Adult Education
 - LHRD 7025 – Advanced Adult Learning Theory and Practice
 - LHRD 7700 – Introduction to Leadership Development
 - LHRD 7571 – Performance/ Needs Analysis in HRD
 - LHRD 7200 – Philosophy of Organizational Science in LHRD
 - LHRD 7973 – Data Collection & Analysis in Organizations
 - LHRD 7110 – Team Group Dynamics
 - LHRD 7910 – HR Analytics
 - LHRD 7900/8900 - Applied Research Methods and Analysis in Organizations

LHRD 7305 – Cultural Competency and Diversity
LHRD 7002 – Perspective in Leadership and HRD
LHRD 7577 – Training and Development in Organizations
LHRD 7575 - Managing Change in Organizational Systems
LHRD 7602 – Program Development and Evaluation

Grants Academic Advisor/Grants Project Director

2015 – 2017

Sam Houston State University

Huntsville, TX

- Made administrative budgetary decisions, composed expense reports in compliance with Texas Higher Education board policies and procedures.
- Recruited, hired, trained, and supervised mentors.
- Networked with healthcare professionals to secure internship agreement for students.
- Developed marketing materials to promote public programs at different organizations and conferences.

Intensive English Teacher & Project Coordinator

2013 – 2014

Houston Community College

Houston, TX

- **Taught Reading & Writing ESOL classes to international college students including online (Canvas) and face-to-face instruction**
- Designed and implemented new summer programs for the college.

Chair, English, Developmental Education & ESOL/Assistant Dean of Instructional Support

2010 – 2013

Community College of Qatar/Houston Community College

Doha, Qatar

- Liaised with president, board, deans, chairs, faculty, staff and students to support student development, academic initiatives, and implementation of retention goals consistent with strategic planning efforts.
- Oversaw all planning in the college Foundation program (college's largest department) to maximize resources while considering cultural, linguistic, and demographic sensitivities.
- Supervised and evaluated Foundation program faculty, development, and delivery, impacting all other college academic programs.
- Facilitated development of innovative and effective strategies for faculty/student recruitment and retention.
- Evaluated full-time faculty performance; made recommendations for retention, improvement and dismissal.
- Assisted in the administration of student discipline.

Faculty, English & ESOL

2010-2013

Community College of Qatar/Houston Community College

Doha, Qatar

- **Taught reading and composition to first-year college students**
- **Certified Eagle/Canvas Online Instructor**

Project Director

2008 – 2010

San Jacinto College

Pasadena, TX

- Served 100+ skills trade students and increased retention from 30% to 70% after engaging advisement.
- Advised students as needed with class scheduling, complaints, and discipline issues.
- Hired, supervised, and evaluated faculty; managed budget, payroll, and required federal reports.
- Oversaw marketing, organizing, and delivery of academic program.

Manager

2003 – 2007

Harris County Department of Education

Houston, TX

- Developed, promoted, and monitored academic initiatives with 5 local public-school districts to support diverse community needs by providing Adult Education classes.
- Prepared and maintained budget; wrote, revised, implemented and monitored annual grants.
- Implemented innovative and effective strategies for recruitment and retention of students and faculty.
- Managed registration, testing, and orientation of 2000+ adult GED Preparation and ESOL classes/year.

- Coordinated and managed class schedule of 50 classes per semester.

Technology and Remote Skills

Microsoft Office Suite (Word, Excel, PowerPoint) | Google Suite (Docs, Sheets, Drive) | Skype | Zoom | Moodle | Canvas
PeopleSoft

Additional Teaching

Online Research Writing Faculty, University of Phoenix	Phoenix, AZ
EFL Adult Instructor, Alumni Association	Sao Paulo, Brazil
Portuguese Language Faculty, Hampshire College	Hadley, MA
Portuguese Language Instructor, World Learning	Brattleboro, VT
ESOL Instructor	Northampton, MA
ESOL Instructor/Graduate Assistant	Radford University, VA

Publications

Robinson, P.A., Stojanović, M., Robinson, Z.Z. and Russo Lyons, R. (2021), "**Pandemonium, panic and the pandemic: implications for human resource development from an unplanned shift to online learning**", *European Journal of Training and Development*.

Step Forward 2 Workbook, Developed twelve chapters of ESOL textbook for use in adult classrooms
Oxford University Press

Persistence Strategies in Adult Literacy Programs Supported by Community Colleges
Adult Education Research Conference Proceedings

Awards

Research Fellowship Recipient – Barbara Bush Foundation for Family Literacy	2008-2009
Research Fellowship Recipient – Texas Center for the Advancement of Literacy and Learning	2007-2008
Regent's Fellowship Recipient – College of Education, Texas A&M Univ	

Professional Development Experience

Adult Education Trainer Lone Star College	2004-2010 Houston, TX
<ul style="list-style-type: none"> • Developed and delivered teacher trainings to 20+ adult education programs throughout Texas in Distance Learning, Cross Cultural Communication, Utilizing Video in the Classroom, and New Teacher Orientation 	
Curriculum Trainer Texas Education Agency	2002-2003 Austin, TX
<ul style="list-style-type: none"> • Delivered training of Texas State Curriculum for ESOL to adult education programs in Texas 	
Course Developer Massachusetts Department of Education	1999 –2000 Boston, MA
<ul style="list-style-type: none"> • Developed Massachusetts State Adult Education Credential Certification program 	
Technical Designer World Learning, Inc.	1999-2000 Brattleboro, VT
<ul style="list-style-type: none"> • Developed online Portuguese training manual for ex patriots moving to Brazil and Angola 	
Distance Learning Coordinator International Language Institute	1996-2000 Northampton, MA
<ul style="list-style-type: none"> • Piloted program to provide ESL and GED Distance Learning • Responsible for all aspects of program including recruitment of staff and students, developing curriculum, and creating student assessments • Created library lending system to maintain all student books, audios, and resources • Partnered with local PBS station to broadcast curriculum 	