

## **ANA V GIRON**

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## **Education**

### **Master of Arts, Spanish, 1993**

University of Tennessee — Knoxville, TN, USA

Recipient of a Graduate Teaching Assistantship 1991-1993

### **Bachelor of Arts, Foreign Languages, 1987**

Lee College — Cleveland, TN, USA

Emphasis in Spanish, French and German

## **Summary**

Skilled in facilitating good faculty relationships and best teaching practices.

Adept in evaluating, encouraging, and motivating staff and students.

Strong communication and decision-making skills.

Experienced in hiring and training faculty.

## **Highlights**

- Committed to cultivating student and faculty leadership.
- Accomplished academic advisor.
- Innovative teaching methods
- Served: *Deaf, Deaf World Committee*
- Served: Hispanic Heritage Committee
- Served: Advisor Japanese Club
- Founder: Collin College Domino Contest and Famous Hispanics Display
- Founder: Foreign Language Award Ceremony
- Served: Collin College Foundation Scholarship
- Served: Search Committee for American Sign Language/Interpreter Education Program (IEP) Professor
- Participated “Spring Fest Celebrating Creativity” at Collin College
- Served Textbook Selection Committee

- Served: Ex-Officio, Interpreter Education Program (IEP) Advisory Board
- Represented the IEP department in the Technical Educational Fair at Collin College
- Coach: Academic Planning

## **Accomplishments**

1999 Nominated as Associate Professor of the Year at Richland College.

2000 Selected to co-coordinate the Spanish Department at Collin College during first year at work.

2000 Speaker at the Church of God Texas Regional Women's Retreat

2005 Developed a Faculty Training Manual for mentoring new faculty at Collin College.

2010-2016 Co-director for the Church of God Educational Department, Texas

2010-2016 Worked on the academic redesign of the Interpreter Education Program at Collin College.

2012 Speaker at the Church of God Texas Regional Adult Youth Retreat

2012 Presenter at the Church of God Educational Seminar, Pasadena, California

2012-2016 Ex-officio member of the ASL/IEP Advisory Board

2012-2018 Member of the Hispanic Institute of Ministry Advisory Board

2013 Responsible for aligning the schedule of the Interpreter Education Program to fit the need of student population.

2018 One of the top 5 finalist for Professor of the Year at Collin College.

Worked continually for 10 years as Chair in different departments at Collin College.

2006-2008 Chair Foreign Languages

2008-2009 Chair Speech, Communications and Foreign Language

2010-2016 Chair Foreign Languages, ASL/IEP

## **Experience**

Aug 1999 to Current **Spanish Professor** Collin College — Plano, TX

- Teach all levels of Spanish.
- Challenge and motivate students through in-depth lectures and discussions.
- Supply one-on-one attention to each student, while maintaining overall focus on the entire group.
- Use TPR (Total Physical Response) with students throughout each class to keep them engaged.
- Lecture and communicate effectively with students from diverse backgrounds.
- Develop course websites to make updated handouts and other resources available to students at all times.
- Create, revise and teach online classes.
- Maintain thorough records of student attendance and grades.
- Write lesson plans.
- Maintain regularly-scheduled office hours to advise and assist students.
- Received academic outstanding evaluations by both supervisor and students since 1999 till now.

April 2014-Aug 2016 **Private Instructor Spanish for Medical Personnel**

Taught Spanish for Medical Personnel to Dr. Pat Fox Fulgham, Director of Surgical Oncology at Texas Health Presbyterian Hospital in Dallas.

August 2025- to Current, **Discipline Lead, Foreign Languages**

- Schedule and facilitate district-wide discipline meetings.
- Coordinate textbook discussion and selection for the discipline, where appropriate, and make this information available to all faculty.
- Communicate textbook information (First Day Access (FDA), Open Educational Resources (OER), Textbooks, etc.) for adjunct faculty orders via the emailed link provided by the District Discipline Dean in January of each year.
- Assist with verifying faculty credentials for the discipline/program, when needed.
- Recommend members for discipline search committees to the Hiring Manager and assist with faculty hiring per the College's Full-Time Faculty Hiring Procedures.
- Assist with program recruitment and marketing efforts (transfer and workforce)
- Assist with or coordinate district template development and OAB

**Aug 2010 to Aug 2016 Chair, Foreign Languages, American Sign Language (ASL), Interpreter Education Program/Deaf (IEP) Collin College — Plano, TX**

- Coordinated the coursework for 9 different languages and one workforce program.
- In charge of 20-25 faculty members and 6-8 lab assistants.
- Made the department of Foreign Language grow from three languages to offering 8 languages plus American Sign Language.
- Organized departmental meetings providing guidance to associate and full-time faculty district wide.
- Organized departmental meetings with ASL laboratory Assistants.
- Provided academic advised one-on-one basis to ASL, IEP, and FL students.
- Visited 8-10 ASL classes per semester giving orientation about the Interpreter Education program.
- Worked with students who were studying for a degree or a certificate or who were taking classes to improve their knowledge or career skills.
- Reviewed ASL and IEP degree plan to keep up with educational and job demands.
- Worked with colleagues to develop and modify the curriculum for Spanish, ASL and the Interpreter Education program.
- Evaluated associate faculty.
- Co-Wrote a 5 year program evaluation report for the Interpreter Education Program.
- Helped new associate faculty to develop their syllabi, schedule and other things as needed it.
- Brought resources to provide specialized training for Faculty district wide.
- Hired lab assistants and associate faculty as needed.
- Met with faculty members on a one-on-one basis to advise and provide guidance.
- Prepared schedules for ASL and Foreign Language Lab.
- Answered questions about Foreign Language, ASL and the Interpreter Education Program and helped students and advisors alike with the evaluation of transcripts.
- Worked closely with the Chairs at other campuses helping them in their needs with the Spanish and French.
- Organized and served as advisor for departmental events such as Hispanic Heritage Month, Deaf, Deaf World and Foreign Language Fair.
- Organized Foreign Language Department workshops introducing full time and associate faculty as presenters.
- Provided one on one training to faculty every time a book or online providers change.
- Prepared fall, spring and summer classes schedules.
- Ordered books for associate and full time Faculty.
- Revised and downloaded syllabi to a special online portal.
- Revised course catalog description of courses.
- Facilitated assessment tests for Spanish, French and German.

- Met with the Interpreter Education Program Advisory Board once a month to evaluate and discuss improvement within the program.
- Made recommendations to the library for books, videos, etc.
- Participated in college wide activities representing Foreign Languages, ASL and the Interpreter Education Program.

**Aug 2006 to Aug 2010 Chair, Speech, Communication and Foreign Languages Collin College — Plano, TX**

Duties and experience same as above, but with Speech, Communications and Foreign Languages departments.

**Aug 1995 to May 1999 Adjunct Faculty Richland College — Dallas, TX**

- Taught all levels of Spanish, including a specialized Spanish for Business course at Bank of America.
- Developed an instructional plan for the course(s) taught and ensured that it met college and department standards.
- Planned lessons and assignments.
- Assessed students' progress by grading papers, tests, and other work.
- Advised students about which classes to take and how to achieve their goals.
- Nominated for Associate Professor of the Year 1999.
- Received academic outstanding evaluations by both supervisor and students.

**Aug 1995 to Dec 1995 Adjunct Professor El Centro College — Dallas, TX**

- Taught an off campus Beginning Spanish course specially designed for Law professionals at a Law Firm in downtown Dallas.
- Developed an instructional plan for the course taught and ensured that it met college and department standards.
- Planned lessons and assignments.
- Assessed students' progress by grading papers, tests, and other work.
- Received academic outstanding evaluations by both supervisor and students.

**Jan 1994 to May 1999 Adjunct Faculty Eastfield College — Dallas, TX**

- Taught all levels of Spanish.
- Developed an instructional plan for the course(s) taught and ensured that it met college and department standards.
- Planned lessons and assignments.
- Assessed students' progress by grading papers, tests, and other work.
- Advised students about which classes to take and how to achieve their goals.

- Received academic outstanding evaluations by both supervisor and students.

**Aug 1988 to Aug 1991 Managing Editor Pathway Press -- Spanish Department---Editorial Evangélica — Cleveland, TN**

In charge of editing and approving all materials published by the Spanish Department at Editorial Evangélica.

**Aug 1987 to Aug 1991 Managing Editor/Writer Pathway Press --Spanish Department Editorial Evangélica — Cleveland, TN**

Worked as managing editor and writer for Spanish Youth Magazine "La Senda Iluminada", and "El Evangelio".

**Aug 1987 to Jul 1988 Copy Editor/Translator/Graphic Designer Pathway Press -- Spanish Department--Editorial Evangélica — Cleveland, TN**

Copy edited, translated and did the graphic design for all Spanish material (books, magazines, Sunday School Teacher's manual, etc.)