



Tracie King
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Administrative Office Technology (ADOT) Department
 Computer Information Technology (CMIN) Department
 Business and Technology Division
 Delgado Community College (DCC)

Teaching Philosophy, "To be an educator means always being a student."

EDUCATION

M.Ed., Counselor Education, Mental Health Track, 2011, University of New Orleans, New Orleans, LA
 M.F.A., Computer Art, Motion Graphics Track, 2003, Savannah College of Art and Design, Savannah, GA
 Thesis, "Defining Art: Meaning and the Creative Process" Chair, Cheryl Cabrera
 B.A., Psychology, Studio Art, 1999, Duquesne University, Pittsburgh, PA (Cum Laude Graduate)
 High School Valedictorian, Seton Academy 1995, New Orleans, LA

HIGHER EDUCATION TEACHING

August 2015 to Present **Assistant Professor**, Delgado Community College
 August 2012 to August 2015 **Instructor**, Delgado Community College
 July 2009 to August 2012 **Adjunct Instructor**, Delgado Community College
 January 2007 to February 2009 **Adjunct Instructor**, Art Institute of Pittsburgh, Online Division

COURSES TAUGHT AT CURRENT/PREVIOUS INSTITUTIONS

<i>Credit Courses:</i>	<i>Workforce Development and/or Continuing Education courses not for college credit:</i>
Survey of Computer Application Computer & Internet Literacy Photo editing for windows Digital Illustration Software Multimedia & Animation Technology with Flash Fundamentals of 3DS Max Game Structure and Character Development Storyboarding	Microsoft Unlimited Potential Curriculum Beginner to Intermediate Adobe InDesign Beginner to Intermediate Adobe Photoshop Beginner to Intermediate Adobe Illustrator Beginner to Intermediate Microsoft Word Beginner, Intermediate, Advanced -Microsoft Excel

PROFESSIONAL CERTIFICATIONS

National Board Certified Counselor

Visual Communication using Adobe Photoshop®-Adobe Certified Associate

Interactive Media Using Adobe Flash® Professional -Adobe Certified Associate

Web Authoring using Adobe Dreamweaver®-Adobe Certified Associate

Web Design Specialist

Internet and Computing Core (IC3) Global Standard 3 (comp. fund., key applications, Living Online)

Microsoft Office Specialist (Word, Excel, PowerPoint 2010)

PROFESSIONAL ORGANIZATIONS

Adobe Software Train the Trainer Group

SCORE Organization – Small business mentor

WORKSHOPS/PRESENTATIONS

“What’s so sweet about G suite (formerly Google Apps)” co presented with Michael Rousselle, Louisiana Association of Computer Using Educators (LACUE) 2016 conference

“Computers are not the future: IT career exploration” co presented with Natalie Yahr, Louisiana Association for Public, Community and Adult Education (LAPCAE) 2016 conference

“Computers are not the future: Implementing an IT career exploration plan” co presented with Natalie Yahr, Louisiana Association for Public, Community and Adult Education (LAPCAE) 2016 conference

Presented Adobe Photoshop workshop at Delgado Community College Digital Media Workshop series for K-12 educators, Summer 2016

“Blackboard to Canvas, LMS conversion” Presentation to CMIN/ADOT faculty – Spring 2015

“Top 10 reasons to use OneDrive in the classroom” –Delgado Faculty Professional Development Workshop, Spring 2015

Co-presented “Expanding the Universal Design for Learning (UDL) learning community at Delgado” Delgado Convocation Workshop, Fall 2014

“Social Media for Professional Use” – Delgado Administrative Professional week session, Spring 2014

“Earning Industry Based Certifications”-Delgado Campus Wide Student workshop, Spring 2012

COLLEGE SERVICE (Prior 5 Academic Years)

2015-2016

- Academic Appeals Committee
- Faculty Senate Member
- Endowed Professor Selection Committee Member

2014-2015

- Digital media program curriculum committee – Continue work to develop a digital media program at the college.
- Academic Appeals Committee
- Professional Development Committee
- Co-moderator of the DCC Gaming Club-an organization for students interested in developing and playing games

2013-2014

- Design Project: Formatted the culinary center of excellence proposal. The proposal was a 25 page document. I set up the document theme, formatted page numbers and artwork and created the layout.
- Digital media curriculum planning team member. The team was tasked with developing a new program at the college in digital media. I created course sequence, wrote course descriptions, and developed syllabi.
- Continued coordination of advertising the digital media certificate program online by having the Delgado website site updated with information for the current semester.
- Supervised the department intern. The intern position was created to aid the department with ongoing recruitment efforts.
- Chair of Administrative Professionals Week activities. Planned and coordinated workshop series hosted by the ADOT department
- Participated in the student resume review session held during Administrative Professionals Week. My role was reviewing student resumes and providing editing suggestions.
- Volunteered to assist with spring 2014 registration. Advise students on courses to take and help them with adding courses to their schedule via the schools registration system.
- Participated in the college's Dove Day Event. I promoted the digital media certificate program to elementary school children visiting the college by giving a brief Photoshop skill demo.
- Participated on the Business & Technology alumni committee – I worked with the team to produce the implementation plan to connect with the division's alumni.

2011-2012

- Created a marketing and recruitment plan for the Administrative Office Technology Department – it included guidelines for hosting annual department events.
- Design Project: Revised the Administrative Office Technology department brochure.
- Submitted a proposal for a faculty activity grant to offer a series of professional development workshops to faculty and staff.
- Researched and submitted findings to department coordinator on how to become a Pearson Vue testing center in order to offer students a chance to test for Industry Based Certifications.
- Assisted in developing the Carl Perkins proposal for improving the department's flex lab.
- Co- organized a departmental student group called The ADOT Group (TAG).
- Member of the planning Committee for the ADOT information Forum (on campus event).

2012-2013

- Member of the Business & Technology STEP committee. Committee reviewed proposals and selected recipients for funding of technology projects from the student technology fee grant.
- Member of the ADOT department Nontraditional Credits Committee. Committee developed ways for students to earn credit from prior learning experience.
- Created an online survey to collect demographics of participants at department recruiting event.
- Coordinated the updating of the Adobe software for a department lab.
- Design Project: Revised the department brochure to reflect program changes to 60 credits.
- Design Project: Created a flyer to advertise mini session ADOT courses at the DCC East Jefferson Campus.
- Design Project: Created signage to advertise digital media programs at the College.
- Member of the ADOT department marketing committee
- Participated on the committee to reduce the ADOT degree to 60 credit hours.
- Created materials to promote the digital media certificate program. Coordinated with the College web master to have these materials posted to the college website and to go out to students in a campus wide email blast.

NOTABLE CLASSROOM ACTIVITIES (Prior 5 Academic Years)

2015-2016

- Conceptualized and coordinated a 1-week free digital media workshop series for K-12 teachers in the greater New Orleans area hosted by Delgado Community College's Digital Media Instructors
- Started a Facebook group to accompany the workshop series to allow participants an online platform to communicate

2014-2015

- Co Organized with instructor Jeanique Jackson for our sections of ADOT 131 (Adobe Photoshop course) to participate in a service learning logo design competition to design a logo for a startup fashion retail business.
- Developed and delivered a lesson on logo design to middle school students for Delgado's Summer STEM CAMP

2013-2014

- Developed a master syllabus for a proposed Advanced Adobe InDesign course.
- Organized a software demonstration with the Adobe Software Company for students in ADOT 131 (Photoshop) Course.
- Organized service learning project for a student logo design competition. Students created a logo for a startup nonprofit.
- Member of Gulf Coast Consortium Accelerated Career Education (ACE) cohort. Cohort went on a site visit to Northern Virginia Community College in the greater Washington DC area to review their accelerated learning program
- Implemented the following web tools in the class room:
 - Blackboard Elluminate virtual office to give students an additional option for meeting with me.
 - Blackboard Elluminate virtual class session- had remote online class while attending out of town conference
 - Share PowerPoints with students, via slideshare.net ○ Use Bit.Ly URL Shortener when sharing information with students.
- Created a capstone project for a survey of computer applications class utilizing the UDL (universal design for learning) design principles.
- Co-led an introduction to IT boot camp for students enrolled in technology courses and the college's Accelerated Career Education (ACE) program.
- Submitted my ADOT 135 online course for a course design best practices review. My course passed review and qualified for the M.A.S.T.eR (Motivating Academic Success Through eRedesign) certification.

2012-2013

- Organized a Service Learning project between my students and the Adinkra Nola home school group. Students in the Photoshop course did a lesson in Photoshop for students of the home school.
- Co organized a service learning project with my colleague, Assistant Professor Freda Leonard. The focus was Human Trafficking. Students in our courses created print collateral and multimedia presentations on the topic to inform the community about this issue. Donations were also collected and presented to Eden House a local home for victims of human trafficking.
- Featured in an article published in the Delgado Dolphin Newspaper Spring 2013 about the Human Trafficking project/service learning project that my class and assistant professor Freda Leonard's classes worked on in Fall 2012.

2011-2012

- Conducted service learning in the classroom– 4 students, 120 hrs. Spring 2012. The project focused on designing a logo for a small business.
- Organized a virtual presentation for ADOT 131-171 and ADOT 131-101(Adobe Photoshop) courses featuring Cheryl Cabrera, author of Reel Success, a book about digital portfolios. Students were given tips and allowed to ask questions of Mrs. Cabrera on preparing a portfolio.

PORTFOLIO (may be viewed online): Student work and professional development activities

Samples of student work: <http://www.tkingcv.wordpress.com/student-work>

Professional development activities: <http://www.tkingcv.wordpress.com/professional-services-and-development/>