

## **Lina M. Parra, D.P.A.**

14139 Danpark Loop, Fort Myers, FL 33912  
(239) 274-3489 (w) / (786) 280-0606 (c) / [lparra67@gmail.com](mailto:lparra67@gmail.com)

---

### **OBJECTIVE**

Self-motivated individual who wishes to build up professionally in a challenging administration environment. Assume a position that will enhance my management, technical, and administrative skills, with room for initiative, creativity and professional growth.

### **KNOWLEDGE / SKILLS / ABILITIES (KSAs)**

- Sixteen years of diverse, progressively responsible administrative and managerial experience.
- Sixteen years of student support services experience (admissions, advisement, registration, recruitment, financial aid, employment services, and counseling).
- Fifteen years of budgeting control experience (Department, Area, Campus, and College).
- Fifteen years of writing report experience (Department, Area, Campus, College, State and Federal).
- Fifteen years of experience in planning and coordinating a diverse of wide-ranging and complex projects and events with the ability to define project priorities, and delegating tasks.
- Thirteen years of social service programs development, evaluation and administration experience.
- Administrative and financial aid knowledge of State and Federal Department of Education's Policies and Procedures.
- Excellent skills on sophisticated/automated Academic Base Systems (Odyssey, Shadow, and Banner).
- Excellent organizational, communications and Interpersonal skills. Able to interact effectively with individuals at all levels in a multi-ethnic/multi-cultural setting accepting responsibility and delegating authority.
- Excellent marketing, human resources and supervisory skills.
- Expert computer skills (MS Windows, MS Office, MS Publisher, MS Front Page, MS Project, MS Vision, MS Outlook, and Corel Word Perfect Suite). Knowledge of information Services (Web pages, brochures, E-Newsletters, Flyers, etc).
- An innovative, creative problem solver with a strong record of accomplishment in the implementation, development, and supervision of academic and administrative support areas.
- Able to work a flexible schedule including evening and weekends.
- Fluent in English and Spanish.
- Able to travel.

### **EXPERIENCE**

Nov. 2003      Nova Southeastern University, Fort Myers, FL  
to Present      Abraham S. Fischler College of Education (FCE)  
                    **Assistant Professor/Faculty Advisor** (*Title revised July 2015*)

Teaching Assignment - Credentialed to teach

Master of Science in Leadership Program

- MSL 684 Organizational Systems
- MSL 687 Current Organizational Issues and Trends in Educational and Human
- Service Organizations

Doctor of Education with Concentration in Organizational Leadership

- EDD 8442 Ethics and Social Responsibility

Doctor of Education with Concentration in Higher Educational Leadership

- EDD 8061 Targeting Our Students: The Dynamics of Student Services
- Provide academic instruction, scholarship, service and leadership to colleagues and students
- Advising and actively participating in the University's governance of programs.
- Teach masters level and/or doctoral courses (site based or online).

## Lina M. Parra, D.P.A.

14139 Danpark Loop, Fort Myers, FL 33912  
(239) 274-3489 (w) / (786) 280-0606 (c) / [lparra67@gmail.com](mailto:lparra67@gmail.com)

---

- Establish ongoing outreach efforts to maintain referral networks and collaborative relationships with community institutions and community service providers.
- Create and sustain activities associated with expertise and related academic programs.
- Review and revise curriculum materials, course syllabi and/or instructional assignments to keep students apprised of current practical and theoretical research in their field of expertise
- Develop business contacts for expansion of educational programs that include, but are not limited to, collaborating with non-profit organizations, for-profit organizations, school districts and other external constituencies for the purpose of establish profitable, academic partnerships.
- Represent the program at state and national conferences, professional organizations and at recruiting events.

### Student Services Duties

- Maintain EdD students' academic progress (SAP) reports to determine student's academic warning, academic suspension, and program timeline status.
- According to student's status, create proper academic packets to conduct credential review.
- Keep proper records and process all students' academic progress letters (academic warning, academic suspension, program dismissal, reinstatement, initial extensions, and final extensions).
- Send to EPS CCFs to update student's records accordingly (active, time dismissal,
- Keep proper records and process all students' EdD timeline reminder letters.
- Collaborate regional field associates with students' admissions and registration status.
- Collaborate with doctoral programs' staff, faculty and site administrators to provide solutions to problems that interfere with student's admission, registration, and/or academic progress.
- Communicate and coordinate with admissions/financial aid personnel to track students' records.
- Communicate with prospective doctoral students to verify that they received program literature sent out by fulfillment center, answer any questions and assist with the admissions process.
- Provide online and face to face student support services (admissions, advisement, registration, and recruitment).
- Participate in all Fort Myers student's event, attend information meetings and local dissertation workshops.
- Monitor pending, provisionally, and fully admitted doctoral students via phone and/or email as they progress towards registration.
- Provided solutions to problems that interfere with student admission and enrollment.
- Respond to telephone, e-mail, and written inquiries from regional field associates.
- Attend regional recruitment information meetings
- As directed, attend local, state and national conferences and educational related events for recruitment purposes.
- Provide complete services, recruitment, admissions, academic progress and degree conferral reviews to EdD, ITDE MS and Distance Education Certificate students.
- Review and process Transfer of credits are requested by ITDE MS or EdD students.
- Doing individual academic reviews to transfer EdD students to the Modified Curriculum.
- Review EdD, ITDE MS and Distance Education Certificate students' records to approve degree conferral.
- Assist with the EdD and PhD catalog and website reviews.
- Maintain EdD and GTEP Prospective student document. Complete yearly revisions.
- Maintain EdD program outlines. Complete yearly revisions.
- Other duties as assigned by supervisor.

Sep. 2012      Nova Southeastern University, North Miami Beach, FL  
to Jul 2015    Abraham S. Fischler College of Education (FCE):  
**Enrollment Services Administrator/Program Professor**

- Communicate with prospective students who inquire about FCE doctoral, masters, or undergraduate programs via phone, email, or in person.
- Monitor pending, provisionally, and fully admitted doctoral students via phone and/or e-mail as they progress towards registration.

## Lina M. Parra, D.P.A.

14139 Danpark Loop, Fort Myers, FL 33912  
(239) 274-3489 (w) / (786) 280-0606 (c) / [lparra67@gmail.com](mailto:lparra67@gmail.com)

---

- Communicate and coordinate with admissions/financial aid personnel to track the progress and status of the student admission file.
- Receive and process inquiries from web for prospects, conferences, and off-site staff into the Banner Recruitment Module. Utilize Banner for verification and update of student records and files.
- Collaborate with doctoral faculty advisor to ensure accurate processing of registration and academic program outlines.
- Assist Admissions, Registrar, Bursar, and Financial Aid to resolve issues about students as reported by Field Associates.
- Assist the Director with the preparation of annual reports, strategic planning documents, databases, evaluations, memos, etc. and reports, as appropriate.
- Collaborate with doctoral program staff and field associates regarding admission/registration status specific candidates for doctoral programs.
- Provided solutions to problems that interfere with student admission and enrollment.
- Provide personalized student service and public relations.
- Utilize other databases (i.e. Excel, Word).
- Other duties as assigned by supervisor.

Nov. 2012 South University Online, Pittsburgh, PA  
to Present College of Business and IT  
**Adjunct Faculty - Credentialed to teach**

Masters of Science in Public Administration

- MPA5001: Foundations of Public Administration
- MPA5005: Public and Nonprofit Organizational Behavior
- MPA6001: Research and Data Analysis in Public Administration
- MPA5010: Public and Nonprofit Budgeting and Accounting
- MPA6110: Management of Nonprofit Organizations
- MPA6515: Public Policy Analysis

Nov. 2003 Nova Southeastern University, Ft. Lauderdale, Florida  
to Jul. 2015 Abraham S. Fischler College of Education (FCE):  
**Doctoral Enrollment Counselor/Program Professor**

- Assist with the organization and participate in local recruitment information meetings.
- As directed, attend local, State and National conferences and educational related events for recruitment purposes.
- Communicate with prospective students who inquire about FCE nine doctoral programs via phone, email, or in person.
- Communicate with prospective doctoral students to verify that they received program literature sent out by fulfillment center.
- Monitor pending, provisionally, and fully admitted doctoral students via phone and/or email as they progress towards registration.
- Receive and process inquiries from web for prospects, conferences, and off-site staff into the Banner Recruitment Module.
- Collaborate with doctoral programs' staff, faculty and site administrators to provide solutions to problems that interfere with student's admission, registration, and/or academic progress.
- Complete online and face to face student support services (admissions, advisement, registration, recruitment, financial aid, and counseling).
- Offer the Doctoral Studies Orientation once a month (face to face and online).
- Perform all student services duties as described above.

## **Lina M. Parra, D.P.A.**

14139 Danpark Loop, Fort Myers, FL 33912  
(239) 274-3489 (w) / (786) 280-0606 (c) / [lparra67@gmail.com](mailto:lparra67@gmail.com)

---

Jan. 2003 to Fabio L. Echavarría, MD., PA., Clermont, Florida  
Oct. 2003 **Consultant-Development Manager**

- Purchased of all necessary equipment to set up the office.
- Contacted insurance company in order to establish the necessary contracts.
- Worked with City and County Officials in order to obtain the necessary permits for the office.
- Designed office schematics which enable the doctor and his staff to achieve maximum efficiency.
- Generated specification requirements for the office's network system.
- Attended major meetings and events for networking purposes.
- Prepared an office manual, setting for the necessary elements of procedure, policy, rules and regulations adequate for the efficient operation of the office.
- Created promotional materials to help run the advertorial campaign of the office (posters, logos, brochures, newspapers ads, and television commercials).
- Served as an information manager for the office, schedule meetings and appointments, organize and maintain paper and electronic files, manage projects, and provide information via the telephone, and postal mail to future customers.
- Handled complex responsibilities such as conduction of research, creation of spreadsheets with budgetary information, preparation of reporting templates, trained and supervised employees.

Feb. 1998 to Miami-Dade College (M-DC) - Wolfson Campus, Miami, Florida  
Mar. 2003 Network Services Department  
**Network Services Tech./Coordinator**

- Determined how to best meet the data processing needs of Miami-Dade College (M-DC) Wolfson Campus users (hardware and software).
- Supervised part-time personnel involved in development, implementation and manipulation of new or pre-existing systems in either mainframe or local area network.
- Established and maintained documentation for implemented systems in accordance with appropriate standards.
- Determined, researched, tested, and purchased computer hardware and software that enhanced the systems performance, as well as hardware and software that linked similar and dissimilar computer system.
- Acted as liaison and/or consultant for several departments of M-DC Wolfson Campus at the systems and data processing level in order to make accurate and prompt decisions.
- Reviewed advancements on technology that later on was applied to the existing systems in order to enhance performance and service.

Aug. 1995 to Miami-Dade College - Kendall & Wolfson Campus, Miami, Florida  
Jan. 1998 District Financial Aid Department  
**Program Coordinator**

- Assisted M-DC students to obtain employment related to their fields of studies.
- Matched qualified student applicants to part time and full time positions within participating companies and participating M-DC department within the different campuses.
- Regulated the number of students in the program as a function of funding.
- Provided academic and financial aid advisement to students as needed.
- Managed students' financial aid records and academic records.
- Coordinated with the campus financial aid offices and determine eligibility of students in the program.
- Contacted and visited prospective and current employer participants.
- Regulated the number of companies in the program (worked with over 100 companies yearly).
- Assisted students and companies with personal and interactive communication.
- Helped yearly to coordinate the three job fairs that the college organizes for the students and the community.
- Implemented the WAGES program at M-DC and in all non-profit participant organizations of the Florida Work Experience Program (FWEP) and the Community Service Learning Project (CSLP).

## **Lina M. Parra, D.P.A.**

14139 Danpark Loop, Fort Myers, FL 33912  
(239) 274-3489 (w) / (786) 280-0606 (c) / [lparra67@gmail.com](mailto:lparra67@gmail.com)

---

- Coordinated all aspects of the International Students Employment Program (CWJ).
- Coordinated with the Central Accounting Department and the Budget Department the amount of reimbursement given to participating companies and M-DC departments.

Feb. 1989 to Miami-Dade College - Kendall Campus, Miami, Florida  
Jul. 1995 District Financial Aid Department  
**Program Coordinator**

- Same duties as above, but on part-time bases (around 25-30 hours per week).

Oct. 1988 to Miami-Dade College - Kendall Campus, Miami, Florida  
Jan. 1989 Financial Aid Department  
**Student Assistant**

- Helped students complete the non-credit application form.
- Assisted professors and students with audio-visual equipment and class schedules.
- Performed light office work.

### **EDUCATION**

Apr. 2003 Doctor of Public Administration  
Nova Southeastern University, Davie, Florida

Mar. 1999 Master of Public Administration  
Nova Southeastern University, Davie, Florida

Jun. 1996 Bachelor of Science in Management  
Barry University, Miami Shores, Florida

Apr. 1994 Associates of Arts in Management Information Systems  
Miami Dade Community College, Miami, Florida

### **CONTRIBUTIONS**

- 2004 to Present - Dissertation Committee Member.
- 2003 to Present - Web Committee Chair.
- 2003 to Present - Appeal Committee member.
- 2002-2002 - National Consortium of Cyber Security (NCCS).
- 2001-2003 - Honors Day Committee Chair.
- 2001-2002 - IFE-ILE, Afro-Cuban Culture Committee Chair.
- 2001-2002 - ETCOTA – Wolfson Campus Inauguration Committee member.
- 2000-2003 - National College Fair Committee member.

### **ACCOMPLISHMENTS**

- Earned the 2004 and 2005 Teamwork Award.
- Earned the 2001 United Way of Miami-Dade Campaign Kickoff Thank you Certificate for the hard work offered to transform the parks of low-income areas of Miami-Dade County.
- Earned the 1999 Excellence Award for excellent labor performance.
- Earned in 1998 a commemorative inscription conceded by the Y.M.C.A. Miami-Dade County for the generous support the Young People in the County.
- Earned the 1997 Certificate of Commendation conceded by Dr. William Stokes, Kendall Campus President for main participation in the Job Fair.

## **Lina M. Parra, D.P.A.**

14139 Danpark Loop, Fort Myers, FL 33912  
(239) 274-3489 (w) / (786) 280-0606 (c) / [lparra67@gmail.com](mailto:lparra67@gmail.com)

---

- Earned the 1997 Certificate of Appreciation conceded by Miami-Dade County, Mayor Alex Penelas in recognition of my valuable contribution to the Miami-Dade County Community.
- Earned the 1995 Appreciation Award conceded by Mr. James McMillan in recognition for assisting the Financial Aid Offices of the College and especially the Wolfson Campus Students.

### **PERSONAL INTERESTS AND AFFILIATIONS**

- Member of the National Society of Hispanic MBA's (NSHMBA) since 1998.
- Member of the American Society of Public Administrators (ASPA) since 1999.
- Attend different managerial, administrative and technical workshops/seminars for professional and educational enhancement (i.e. League for Innovation, FETC).
- Volunteer work in diverse events and activities at YMCA

### **PUBLICATIONS, PROPOSALS AND REPORTS**

Parra, L (2004). Web Development Report. Presented to the Technology Committee of the Fischler College of Education and Human Services' Nova Southeastern University

Chavez, J. & Parra, L. (2004). Morality and Moral Reasoning in the Banking Industry: An Ethical and Cognitive Moral Development Examination – Paper presentation at the 2004 International Applied Business Research Conference, San Juan, PR

Parra, L. (2003). The Efficacy of Safety Training and Return-to-work Programs in the Work Place. The PA Times, 26(6), 9,12.

- Technical Report and Curriculum Development Reports presented to the Computer Security and Information Assurance Educational Consortium (2002-2003).
- Proposal of Technical Implementation of the Emerging Technology Center of the Americas (ETCOTA) (2001-2003)
- Proposal of Technical Implementations of the MDCC-Wolfson Campus (1998-2003).
- Curriculum Development Reports, Budgetary Reports, and Administrative Reports of the Academic Affairs Area (1999-2001).
- Member of the team that produced the Fiscal Operations Report and Application to Participate (FISAP) Report for the US Department of Education (1989-1998)
- Creation of the Florida Work Experience Program (FWEP) and the Community Service Learning Project (CSLP) Reports for the State of Florida Department of Education (1989-1998).
- Grant development, evaluation and administration (FWEP and CSLP).

### **DISSERTATION SERVICES**

Dissertation Committee Member

(May, 2003). Tamil N. Perry. Dissertation Title: Ethic and Organizational Culture: The Citizens' Point of View

(May, 2003). Cleveland Broomer, III. Dissertation Title: Evaluating the Dimensions of a Professional Learning Community at an Elementary School

**Lina M. Parra, D.P.A.**

14139 Danpark Loop, Fort Myers, FL 33912  
(239) 274-3489 (w) / (786) 280-0606 (c) / [lparra67@gmail.com](mailto:lparra67@gmail.com)

---

**REFERENCES**

Mr. Pablo Blanco  
Former-District Financial Aid Director,  
Miami-Dade College  
305-858-5042  
[pblanco@yahoo.com](mailto:pblanco@yahoo.com)  
(Professional/personal)

Ms. Cristina Mateo  
Dean of Administration,  
Miami-Dade College  
305-237-1190  
[cmateo@mdc.edu](mailto:cmateo@mdc.edu)  
(Professional)

Mr. Shair Imam  
Director of Network Services  
Miami-Dade College  
305-237-3866  
[simam@mdc.edu](mailto:simam@mdc.edu)  
(Professional/personal)

Ms. Rosario Roman  
Director, College Relations  
Miami-Dade College  
305-237-3529  
[rroman@mdc.edu](mailto:rroman@mdc.edu)  
(Professional/personal)

Fabio L. Echavarria, MD. PA.  
Internal Medicine  
1715 E Highway 50, Suite S  
352-243-7495  
[fabioechavarria@yahoo.com](mailto:fabioechavarria@yahoo.com)  
(Professional/personal)

Mr. Thomas Schwaegerle  
Facilities/Student Education Centers  
Nova Southeastern University  
954-262-8885  
[schwaege@nova.edu](mailto:schwaege@nova.edu)  
(Professional)

Dr. Maryann Vaca  
Former Doctoral Enrollment Counselor/  
Program Professor  
704=542-6494  
[drmvaca@icloud.com](mailto:drmvaca@icloud.com)  
(Professional/personal)

Dr. Lenny Jacobskind  
Director, School-wide Recruitment  
Nova Southeastern University, FCE  
954-262-8358  
[lenny@nova.edu](mailto:lenny@nova.edu)  
(Professional/personal)

Ms. Jennifer Taaffe  
Faculty Recruiting Specialist  
South University Online  
1.866.421.4643 ext. 34243  
[jtaaffe@edmc.edu](mailto:jtaaffe@edmc.edu)  
(Professional)

## **Lina M. Parra, D.P.A.**

14139 Danpark Loop, Fort Myers, FL 33912  
(239) 274-3489 (w) / (786) 280-0606 (c) / [lparra67@gmail.com](mailto:lparra67@gmail.com)

---

### **Work Experience Addendum SPECIAL PROJECT ASSIGNMENTS**

July, 2010 to    Nova Southeastern University, Ft. Lauderdale, Florida  
Sep. 2012        Abraham S. Fischler College of Education (FCE):  
                      **Las Vegas Instructional Center Director and Facilities Manager**

- Responsible for all administrative aspects of the Center including supervision and employment reviews of 3 full-time employees and 2 part-time employees.
- Attend local and state meeting to keep the Florida Administration informed of Nevada Department of Education and School District changes that might affect any of the 55 programs offered in Las Vegas or graduation requirements of our students.
- Provide full academic and registration services to all Western Region students. This includes program services from Undergraduate to Doctoral. The region is formed of 13 states of the west part of the United States, west part of Canada, Alaska and Hawaii.
- Responsible for all aspects of building operations/manager including billing tracking and submission to Florida for payment.
- In charge of monitoring services provided by employees of the alarm company, security guards company, cleaning company.
- Responsible for room rental, invoicing, confirmation of liability insurance, as well as confirmation of rental contracts.
- Responsible for room scheduling to keep proper track of private events and day, night and weekend courses.

Jan. 2004 to    Nova Southeastern University, Ft. Lauderdale, Florida  
Jul. 2015        Abraham S. Fischler College of Education (FCE):  
                      **Special Project Assignments/Academic Advisor**

These services are offered for all students following any of our program structures: online, face to face or blended.

- Doctoral Program Marketing & Recruitment Activities:
- Provide information to students contacting the school regarding all doctoral programs.
- Assist students to choose the appropriate doctoral program.
- Follow-up contacts to students who have applied but have not registered or that .have requested information but have not applied.
- Attend national and state conventions for recruitment purposes.
- Attend Public School District New Teachers' events for recruitment purposes.
- Provide contact information of field associates in various locations.
- Provide prospective student information to walk-ins.
- Assist with the development and maintenance of the School of Education Websites.
- Assist with status checks of admission documents including checking NetSearch & Banner.
- Assist with changing rate codes for students and improper billing issues.
- Reinstate students who have left program for more than a term.
- Develop program completion plans for returning students.
- Review files for students requesting reinstatement.
- Transcripts review to determine Transfer of Credits (TOC) eligibility.
- Work with appropriate academic services staff to implement program changes.
- Develop program outlines and sequences for each of the doctoral programs.
- Work one on one with students to develop individualized completion plans.
- Keep up-to-date on all academic policy and procedure changes.
- Notify students when proposed clusters are not going to open and offer alternatives.
- Assist field associates with securing information for prospective and continuing students enrolled at respective sites. Keep them informed of curriculum and policy changes.



**Lina M. Parra, D.P.A.**

14139 Danpark Loop, Fort Myers, FL 33912  
(239) 274-3489 (w) / (786) 280-0606 (c) / [lparra67@gmail.com](mailto:lparra67@gmail.com)

---

Jan. 2002 to Miami-Dade College - Wolfson Campus, Miami, Florida  
Dec. 2002 School of Computer Information SystemS & Design Technology:  
**Assistant to the College Wide School Director (ETCOTA), (Temporary Special Project)**

- The Emerging Technologies Center of the Americas (ETCOTA). ETCOTA is Miami-Dade College's response to the need for a qualified workforce to fill the thousands of new jobs in Information Technology and Telecommunications.
- Assisted the Director to develop and coordinate information technology and telecommunication training programs to the community, business and industry. The majority of the training programs were designed according to business and industry requirements.
- Helped the School Director to perform administrative duties, and development of special projects and grants. One of the special projects was the National Consortium of Cyber Security (NCCS). Miami-Dade Community College in combination with several of the League for Innovation partners and important organizations such as WOW, NWCET and the Chauncey Group created this Consortium. This Consortium was formed in order to develop a national recognized curriculum for certificates and associate's degrees (A.A. and A.S.) in Computer Security and Information Assurance to meet the needs of stakeholders in both business and government. Member of the consortium until March of 2003.

Aug. 2000 to Miami-Dade College - Kendall & Wolfson Campus, Miami, Florida  
Feb. 2002 District Financial Aid Department  
**Program Coordinator**

- Same duties as previously mentioned, but on part-time bases (around 25-30 hours per week).

Feb. 1999 to Miami-Dade College - Wolfson Campus, Miami, Florida  
Nov. 2001 Dean of Academic Affairs Department  
**Assistant to the Dean of Academic Affairs, (Temporary Special Project)**

- Assisted the Dean with the development and implementation of grants such as the Title V Grant. This Grant was used to open the Hospitality Management Program.
- Responsible of the day-to-day activities of the office including supervision of two part-time employees and three student assistants.
- Assisted the Associate Deans, Chairpersons, Program Directors, Cluster Directors, and faculty with special projects of their areas.
- As per Dean's request, represented the Dean in local, college wide, State and National events.