
Lina Parra, DPA

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OBJECTIVE

Self-motivated individual who wishes to continue a career with an organization that will utilize my management, supervision, administrative and technical skills to benefit mutual growth and success.

EDUCATION

- Doctor of Public Administration** | Nova Southeastern University, Davie, FL | Apr. 2003
- Master of Public Administration** | Nova Southeastern University, Davie, FL | Mar. 1999
- Bachelor of Science in Management** | Barry University, Miami Shores, FL | Jun. 1996
- Associates of Arts in Management Information Systems** | Miami Dade College, Miami, FL | Apr. 1994

TEACHING EXPERIENCE

College of Business and IT - South University Online, Pittsburgh, PA
Adjunct Professor

Nov. 2012 to Present

Teaching Assignment - 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

Abraham S. Fischler College of Education - Nova Southeastern University, Fort Lauderdale, FL

Adjunct Professor
Assistant Professor

Jan. 2017 – Present
Jul. 2015 to Dec. 2016

Teaching Assignment - Credentialed to teach
Master of Science in Leadership Program

- MSL 684 Organizational Systems
- MSL 681 Leading Change
- MSL 687 Current Organizational Issues and Trends in Educational and Human Service Organizations

Doctor of Education with Concentration in Organizational Leadership

- ORGL 8730 Virtual and Global Leadership (English/Spanish)
- ORGL 8740 Organizational Behavior and Human Development (English/Spanish)
- EDD 8200 Foundations of Educational Informatics (English/Spanish)

Doctor of Education with Concentration in Higher Educational Leadership

- EDD 8061 Targeting Our Students: The Dynamics of Student Services (Spanish)
- EDD 8472 Human Resource Development (Spanish)
- HEL 8310: Student Affairs in Higher Education (English)
- HEL 8340: Leading the Academic Mission of Today's Colleges & Universities (English)
- HEL 8300: The Faces of 21st Century Higher Education Institutions (English)

PROFESSIONAL EXPERIENCE - KNOWLEDGE / SKILLS / ABILITIES (KSAs)

- Over eighteen years of diverse, progressively responsible administrative and managerial experience.
- Over eighteen 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 program development, evaluation, and administration experience.
- Administrative and financial aid knowledge of State and Federal Department of Education's Policies and Procedure.
- 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.
- An innovative, creative problem solver with a strong record of accomplishment in the implementation, development, and supervision of academic and administrative support areas.
- Program fluency with MS Windows, MS Office, MS Publisher, MS FrontPage, MS Project, MS Vision, Zoom, Adobe.
- Proficient skills with Academic Based Systems such as Odyssey, Shadow, Banner, CRM, and Faculty Forum.
- Advance knowledge in Learning Management Systems such as WebCT, Blackboard, Angel, ECollege, and BrightSpace.
- Extensive experience with Computer information Systems such as Web pages, brochures, E-Newsletters, and Flyers.
- Work well independently or as a member of a team.
- Able to work a flexible schedule including evening and weekends.
- Fluent in English and Spanish.
- Able to travel.

WORK EXPERIENCE

Abraham S. Fischler College of Education - Nova Southeastern University,

EdD Program Academic Advisor/Adjunct Professor (Fort Myers, FL & Fort Lauderdale, FL)

Oct. 2017 to Present

Doctoral Enrollment Counselor/Program Professor (North Miami Beach, FL & Las Vegas, NV)

Nov. 2003 to Dec. 2007

- Advising and actively participating in the University's governance of programs.
- Create and sustain activities associated with expertise and related academic programs.
- Establish ongoing outreach efforts to maintain referral networks and collaborative relationships with community institutions and community service providers.
- As directed, represent the College at regional, state, and national conferences and professional meetings with clients to review guidelines of education initiatives, agreements, and contracts to continue and expand College's national and international academic programs and services.
- 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 establishing profitable, academic partnerships.
- 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.
- Maintain Students' Academic Progress (SAP) reports to determine student's academic warning, academic suspension, and program timeline status.
- Work one on one with students to develop individualized completion plans.
- According to student's status, create proper academic packets to conduct a credential review.
- Collaborate regional, national, and international field associates with students' admissions and registration status.
- Collaborate with 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 program orientations and student support services such as recruitment, admissions, transfer of credits review, advisement, registration, and degree conferral review.
- Participate in all students' event such as community events, information meetings, and dissertation workshops.
- Monitor pending, provisionally, and fully admitted students via phone and/or email as they progress towards registration.
- Responsible for reviewing and approving the transfer of students from the EdD program to the EdS program.
- Assist with the College catalog and website review to recommend policy and information revisions and updates.
- Other duties as assigned by supervisor.

Abraham S. Fischler College of Education - Nova Southeastern University, Fort Myers, FL
Academic/Faculty Adviser, Academic Affairs-Office of Student Judicial Affairs

Sep. 2012 to Sep. 2017

- Review EdD students' records to determine program status.
- Review, approved and issue academic warning, suspension and dismissal letters
- Place/release academic warning, suspension, and dismissal holds
- Review, approved and issue initial extension, final extension and extension adjustment letters
- Place/release time extension holds
- Review, approved and issue 7-year timeline letters
- Place/release 7-year timeline extension holds
- Schedule phone and face to face appointments with students to:
 - Review academic records, answer questions, develop timetable and plan of action that will help them to complete the program.
 - Give dissertation and dissertation committee recommendations. Assist students with committee changes.
 - Track students' academic records/progress to determine if hold can be lifted and additional time can be granted.
- Prepare student's files for Credential Review Committee (CRC) review to determine academic or time dismissal
- Prepare information for the Director of Student Judicial Affairs to present to lawyers, commission members, DOE representatives (lawsuits, discrimination complaints, etc.)

Abraham S. Fischler College of Education - Nova Southeastern University, Fort Myers, FL
Enrollment Services Administrator/Program Professor

Sep. 2012 to Jul. 2015

- 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.
- Communicate and coordinate with admissions/financial aid personnel to track the progress and status of the student admission file.
- Receive and process inquiries from CRM, conferences, and off-site staff into the Banner
- Utilize Banner for verification and update of student records, files, and curriculum.
- Collaborate with doctoral faculty advisers to ensure accurate processing of registration.
- 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.

Abraham S. Fischler College of Education - Nova Southeastern University, Las Vegas, NV
Las Vegas Campus Interim Director and Facilities Manager

Jul. 2010 to Aug. 2012

- Responsible for all administrative aspects of the Campus including supervision and employment reviews of five full-time employees and three part-time employees.
- Attended local and state meeting to keep the Florida Administrators informed of Nevada Department of Education and School District changes that might affect any of the programs offered in the county.
- Provide full academic and registration services to all Western Region students. This includes program services from Undergraduate to Doctoral. The region was 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. Monitoring services contracts: alarm, security, and cleaning.
- 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.

Abraham S. Fischler College of Education - Nova Southeastern University, Las Vegas, NV

Enrollment Services Administrator/Program Professor

Jan. 2008 to Aug. 2012

- Supervised nine full-time and four part-time employees. Performed yearly evaluations to ensure employees can learn and provide optimal performance. Managed operations for the facility to confirm smooth functioning of all business activities. In addition to these duties, also contributed as described above, when position transitioned to the new location.

Fabio L. Echavarría, MD., PA., Clermont, FL

Consultant-Development Manager

January 2003 - October 2003

Orchestrated the setup of Dr. Echavarría's office. Ensured legal operations by contracting with insurance companies and working with city and county officials for permits. Designed the space for optimal function, purchasing the necessary equipment to set the office up. Set requirements for computer network and prepared office manual, highlighting required policies. Assisted marketing by creating promotional materials for the office's advertising. Managed the office once it was open, scheduling meetings and appointments, organizing documentation, managing projects, and communicating with students.

- Performed complex tasks such as conducting research, creating spreadsheets for budgets, making templates for reporting, and training and supervising employees.

Miami-Dade College, Miami, FL

Network Services Coordinator

February 1998 - March 2003

Analyzed the best way to meet campus's data processing needs for hardware and software. Review computer hardware and software with research and testing to find the products best for the campus. Consulted other departments in regard to data processing level, to make quick, informed decisions. Followed technology advancements to look for opportunities to improve the campus system and performance. Implemented new systems, providing and maintaining documentation in accordance with standards.

- Supervised seven part-time workers working on system improvement through implementation of new systems and revision of old ones.

Miami-Dade College, Miami, FL

Program Coordinator

Aug. 1995 to Jan. 1998 (Full-Time)

Aug. 2000 to Feb. 2002 (Part-Time), Feb 1989 to Jul. 1995 (Part-Time)

Assisted students in obtaining employment utilizing their education. Reviewed job openings and student information to match qualified students with jobs. Managed funding for the program by regulating the number of students and organizations participating. Advised students with academic and financial aid topics, also maintaining the related records. Coordinated three yearly job fairs to assist match organizations with applicants from the school and community.

- Implemented WAGES for M-DC and participating non-profits in Florida Work Experience Program (FWEP) and Community Service Learning Project (CSLP).
- Coordinated International Student Employment Program (CWJ) to ensure their employment experience success

Previous Position: Student Assistant, Miami-Dade College, Oct. 1988 to Jan. 1989

CREDENTIALS

Affiliations and Committees

The National Society of Hispanic MBA's (NSHMBA) - 1999-Present | The American Society of Public Administrators (ASPA) - 1999-Present | [Dissertation Committee Member - 2004-Present](#) | Hispanic Heritage Committee - 2004-2016
 Web Committee Chair - 2003 - 2016 | Credential Review Committee Presenter and Member - 2003-2016 | National Consortium of Cyber Security (NCCS) - 2002 | Honors Day Committee Chair - 2001-2003
 IFE-ILE, Afro-Cuban Culture Committee Chair | ETCOTA - Wolfson Campus Inauguration Committee Member 2001 - 2002 | National College Fair Committee Member, 2000-2003

Training & Development

Managerial, administrative, technical workshops and seminars for professional and educational enhancement. Program fluency with Microsoft Office Suite, Adobe, Odyssey, Shadow, Banner, CRM, WebCT, Blackboard, eCollege, Brightspace, Faculty Form.

Professional & Community Involvement

Volunteer work in diverse events and activities at YMCA of Greater Miami (1990-2003)
Volunteer work in diverse events and activities at Saint Louis Catholic Church (1988-2006)

Awards

2004, 2005 Teamwork Award | 2001 United Way of Miami-Dade Campaign Kickoff Thank You Certificate |
1999 Excellence Award | 1998 - Commemorative Inscription conceded by Y.M.C.A. Miami-Dade County
1997 - Certificate of Commendation conceded by Dr. William Stokes, Kendall Camus President |
1997 - Certificate of Appreciation conceded by MiamiDade County, Mayor Alex Penelas |
1995 - Appreciation Award conceded by Mr. James

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.

- EdD Students Report (prospects, admitted, active, academic, time and graduation) – FEC Administrators and Faculty Advisers (2004-Present)
- 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) (1989-1998).

DISSERTATION SERVICES

(Feb. 2018) Brown, Demetra. Research Topic Considered: Disable Students and the use of technology to Improve Reading Skills.

Presently Working with Student

Dissertation Committee Chair: Lina Parra, DPA.- Dissertation Committee Member: Roberta Silfen, Ed.D.

(Dec. 2017) Martin, Adria. Research Topic Considered: Employees are Accepting Workplace Bullying as Normal Behavior. Presently Working with Student

Dissertation Committee Chair: Lina Parra, DPA.- Dissertation Committee Member: Deeb Paul Kitchen, Ed.D.

- (Oct. 2017) Welch, Alltesha. Research Topic: The Benefits of Using Electronic Books in Title I Elementary School
Presently Working with Student
Dissertation Committee Chair: David Graf, PhD - Dissertation Committee Member: Lina Parra, DPA.
- (Aug., 2017) Dungan, Jeffrey. Dissertation Title: International School Leadership and the Diffusion of Distance Education in East Asian International Schools.
Dissertation Committee Chair: Michael Simonson, PhD - Dissertation Committee Member: Lina Parra, DPA.
- (May, 2017). Daphna Doron Flores. Dissertation Title: Technological Profile of Educators that Teach Reading to Elementary Graders in Puerto Rico
Dissertation Committee Chair: Francisco Vital, EdD. - Dissertation Committee Member: Lina Parra, DPA.
- (Dec., 2016). Sholondo K. Campbell. Dissertation Title: Nursing Students' Satisfaction and Institutional Connection: The Contributions of Student Affairs' Initiatives.
Dissertation Committee Chair: George Iber, PhD. - Dissertation Committee Member: Lina Parra, DPA.
- (Dec., 2016). Juanita Kearse-Creech. Dissertation Title: A Review of Teachers' Perceptions Regarding the Deficient Academic Performance of African American males in an Inner City Middle School.
Dissertation Committee Chair: John Johnson, PhD. - Dissertation Committee Member: Lina Parra, DPA.
- (Dec., 2016). Julie Cowart Todd. Dissertation Title: Integration of Technology in an Elementary Classroom: How Does It Affect Student Achievement?
Dissertation Committee Chair: James Epps, PhD. - Dissertation Committee Member: Lina Parra, DPA.
- (May, 2013). Cleveland Broome, III. Dissertation Title: Evaluating the Dimensions of a Professional Learning Community at an Elementary School.
Dissertation Committee Chair: Allen Eury, EdD. - Dissertation Committee Member: Lina Parra, DPA.
- (May, 2013). Tamil N. Perry. Dissertation Title: Ethic and Organizational Culture: The Citizens' Point of View.
Dissertation Committee Chair: Alice Lindsay, EdD. - Dissertation Committee Member: Lina Parra, DPA.

REFERENCES

See attachment

Work Experience Addendum
SPECIAL PROJECT ASSIGNMENTS

Abraham S. Fischler College of Education - Nova Southeastern University, Fort Myers, FL
Special Project Assignments/Academic Adviser

Jan. 2004 to Jul. 2015

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

- Programs Marketing & Recruitment Activities:
- Provide information to students contacting the school regarding all doctoral programs.
- Assist students to choose the appropriate doctoral program.
- Contact prospects that have requested information, but have not applied. Also, contact students who have applied, but have not registered.
- Attend School District New Teachers' events for recruitment purposes.
- Assist with changing rate codes for students and improper billing issues.
- Reinstate students who have left the program for more than a term.
- Develop program completion plans for returning students.
- Work with appropriate academic services staff to implement program changes.

Miami-Dade College, Miami, FL

School of Computer Information Systems & Design Technology:

Assistant to the College-Wide School Director (ETCOTA), (Temporary Special Project)

Jan. 2002 to Dec. 2002

- 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 nationally 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.

Miami-Dade College, Miami, FL

Dean of Academic Affairs Department

Assistant to the Dean of Academic Affairs, (Temporary Special Project)

Feb. 1999 to Nov. 2001

- 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 for the day-to-day activities of the office including supervision of two part-time employees and three student assistants.
- Assisted Associate Deans, Chairpersons, Program Directors, Cluster Directors, and faculty with special projects in their areas.
- As per Dean's request, represented the Dean in local, college-wide, State and National events.