

# ALLEN WILBON III

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## Curriculum Vitae

### EDUCATION

**Northern Arizona University**

**Flagstaff, AZ**

Master of Education, Educational Leadership-Community College/Higher Education **Graduated, December 2019**

**University of Colorado**

**Boulder, CO**

Bachelor of Arts, Communication Studies

**Graduated, August 1997**

### TEACHING EXPERIENCE

**Dallas Independent School District**

**Dallas, TX**

**Special Education Teacher Assistant-Emmett J. Conrad High School**

**August 2009-August 2015**

- Developed IEP plans that correlates with SPED guidelines
- Coordinated orientation programs for new SPED students and their parents/families
- Developed social/communication skills for students and provided workforce training

**Easter Arizona College**

**Thatcher, AZ**

**Adjunct Instructor**

**August 2015-Current**

- Teach college students in core curriculum elective courses such as HHP 174 Sports Nutrition

### WORK EXPERIENCE

**Eastern Arizona College**

**Thatcher, AZ**

**Head Resident/Adjunct Instructor/Assistant Football Coach**

**August 2015-Current**

- Manage resident hall assistants and manage student crisis in a manner that protect health and safety
- Teach college students in core curriculum elective courses such as HHP 174 Sports Nutrition
- Advisor of the Black Student Union Club, provide sponsorship for student involvement/student activities
- Establish and maintain effective communication and cooperative working relationships with college students, administrators, faculty, staff, and outside agencies in order to accomplish the objectives of the division and college
- Developed fundamental drills, game planning and scouting reports, coached the linebacker position

**Dallas Independent School District**

**Dallas, TX**

**Special Education Teacher Assistant-Emmett J. Conrad High School**

**August 2009-August 2015**

- Developed IEP plans that correlates with SPED guidelines
- Coordinated orientation programs for new SPED students and their parents/families
- Developed social/communication skills for students and provided workforce training
- Enforced rules and regulations, implemented Saturday school as a form of discipline

**Aurora Public Schools**

**Aurora, CO**

**Campus Monitor-Rangeview High School**

**August 2003-August 2009**

- Provided safety procedures for student crisis and responsible for securing the campus
- Assist deans of student life with truancy issues and communicated with parents/families

- Enforced rules and regulations, implemented Saturday school as a form of discipline
- Developed evacuation procedures for student crisis and faculty crisis

**Williams Fried Chicken**

**Fort Worth, TX**

**Franchise Owner**

**January 1998-August 2003**

- Managed 15 employees and provided coaching/training of store policies and procedures
- Managed payroll and the filing of business taxes
- Managed store budgeting and advertisement of services
- Managed store inventory/ordering of supplies
- Worked in a fast pace environment and communicating with different ethnic and social backgrounds

**LEADERSHIP**

**Eastern Arizona College**

**Thatcher, AZ**

**Associated Students of Eastern Arizona College-ASEAC Board Member**

**August 2017-Current**

- Provide leadership and development, implementation and assessment of a two-year student engagement with school functions.
- Develop a strategic plan for student council members, club advisors and student leaders

**Eastern Arizona College**

**Thatcher, AZ**

**Black Student Union Advisor**

**January 2017-Current**

- Organize club activities such as programs, social events, meetings and fund raisers
- Serve as an expert and advocate for the educational and development needs of students

**Eastern Arizona College**

**Thatcher, AZ**

**Diversity and Inclusion Committee Member**

**August 2017-Current**

- Develop and conduct strategic plans for student affairs on campus, provide training for faculty and staff inservice
- Develop and conduct strategic goals to strengthen EAC's commitment to diversity and inclusion

**AFFILIATIONS & SERVICE**

Omega Psi Phi Fraternity, Inc.

**May 1994-Current**

**AWARDS & RECOGNITIONS**

- Eastern Arizona College: ASEAC Advisor of the Year Award in 2018
- National Junior College Athletic Association: Linebacker Coach of the Year 2018
- Western State Football League: WSFL Assistant Coach of the Year 2018
- Western State Football League: WSFL Champions 2018
- National Junior College Athletic Association: Salt City Bowl Champions 2017
- National Junior College Athletic Association: Salt City Bowl Champions 2016

**SKILLS**

- Leadership
- Communication
- Customer Service
- Budget/Project Planning
- Teaching
- Management
- Coaching/Training
- Counseling/Problem Solving
- Student Engagement/High Impact Practices