

USA | PUERTO RICO

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EXPERIENCE

FACULTY

- Elementary and High School Teacher | December, 1988 – July, 1997 | Colegio Radians
- Adjunct Professor | 2005 | Ana G. Mendez University (Universidad Del Turabo)
- Assistant Professor | August, 1998-May, 2007 | Ana G. Mendez University (Universidad Del Este)
- Adjunct Faculty & Dissertation Committee Chair | June, 2007- 2011 | Fischler School of Education and Human Services Nova Southeastern University
- Program Professor for Applied Research Office Fischler School of Education and Human Services | September, 2007 – June, 2008 | Nova Southeastern University

In the varied experiences of teaching throughout the years, I taught grades 4th through Doctorate level courses. Early on in my career, I was selected Teacher of The Year. My performance evaluations were always superior. In one of the experiences, I was the first teacher to teach AP English and had a 100% pass rate during that first year. I have taught English in K-12 and Bachelor level, BA level Public Speaking, Master and Doctorate degree level courses in Education, and Master Level courses in Business Environment and Organizational Behavior. Within my position as a teacher, I held roles as a Journalism classes and Editor of the School Newspaper, chaired the English department, directed school plays and was a mentor to School Council, and English Club.

SCHOOL ADMINISTRATIVE POSITIONS

PRINCIPAL/DEAN OF ACADEMICS

- December, 1995 – July, 1997 | Colegio Radians
- August, 1997-July, 1998 | Saint Francis School
- August, 1999-July, 2000 | Chrismary School
- August 2020 – June 2021 | Caribbean School

My first experience in administrative level positions started in Colegio Radians. I programmed, scheduled, designed and facilitated several in-service workshops for faculty. In Colegio Radians, Chrismary School, and Saint Francis School I assisted faculty in the design of their courses to ensure courses were student-centered and appropriate classroom assessment techniques were implemented. I also was in charge of all the in-classroom visits and yearly performance reviews. In Colegio Radians, Saint Francis School, and Chrismary School I successfully led or co-led processes for accreditation procedures for Middle States Accreditation, CAPE Blue-Ribbon School, and Department of Education

licensure. During my short time at Caribbean School, I worked on helping teachers teach in a completely virtual and hybrid models due to COVID 19.

COLLEGE LEVEL ADMINISTRATIVE POSITIONS

- Vice-President of Academic Affairs and Operations | January 2018 – March 2020 | Liberty Junior College
- Academic Director & Faculty | March 2017- December 2017 | Polytechnic University of Puerto Rico – Orlando Campus
- Vice Provost | October 2014- May, 2016 | Ashford University
- Executive Vice President & Chief Academic Officer | September 2011-September 2014 | Ameritas Educational Services
- Director Faculty Development | June, 2008 –September, 2011 | Laureate International Education
- Chief Learning Officer | June 2003-May 2007 | AGMUS Ventures

Since 2003, I have held several college administrative positions. I believe that the success in these positions describes the kind of leader I am and summarizes the great work I have been able to complete. Of the six (6) positions named here, three (3) were actual start-ups and one (1) was a start-up office within an organization that had established protocols and procedures. My most recent college administrative experience was at Liberty Junior College. It was a start-up operation, that sadly did not survive the COVID-19 Pandemic. In AGMUS Ventures, I started as Director of Faculty and Curriculum and was promoted to Chief Learning Officer in 2006. The main responsibility initially was to hire and train faculty, localize and translate curriculum with the help of SMEs, and most importantly design the Dual Language Discipline Based model for Higher Education. I worked collaboratively with the three institutions' Dean, VP of Academic Affairs, and Faculty. I worked on the instructional design of courses and course modules, and started preparing faculty to design curriculum with other faculty. I repeated the same type of work at Ameritas Educational Services, also with a complete start-up operation in partnership with Brandman University. At Laureate International Education, the Network and Products Team, was a brand-new arm for Laureate Universities. I worked collaboratively with Laureate Network institutions world-wide to develop a portfolio of training and credentialing system for faculty development. In the first two years we had over 3000 attendees in 73 Webinars. I worked with Subject Matter Experts to develop 5 self-paced Online modules and trained 58 instructors to facilitate the instructor-led online certificate. The self-paced modules and the certificate were deployed in English, Spanish and Portuguese. We had over 4000 participants in those online courses. We developed additional certifications and had the first International Virtual Conference on Statistics and Mathematics in English, Spanish and Portuguese. Finally, I also participate as the first-ever Visiting Fellow where I presented to teachers and students at INTI Malaysia. At Ashford University, I was the Vice-Provost of Faculty Operations. I managed faculty scheduling, faculty onboarding, faculty compliance, faculty contracting, faculty development, Teaching and Learning Virtual Conference, Office of Research and Creative Scholarship and Office of Academic Integrity and developed and deployed the first Virtual Teaching and Learning Conference with over 3000 attendees.

NON-PROFIT ORGANIZATIONS

- Vice President, Scholarships | August 2016- November, 2016 | Hispanic Scholarship Fund

This was a temporary position. During the time I worked there, I established standards of quality and excellence by coaching the team, delivered on results promised exceeding expectations, and promoted strategic collaboration and leadership in the re-structure of the team.

VOLUNTEER CLERICAL WORK

- Part-Time Executive Assistant to The President | November, 2001 – January, 2007 | Archonix.Com

My Ex-Partner's job was in IT and he had his own company. From 2011 till 2017, I worked on day-to-day administrative and clerical tasks to support the President of Archonix.com on a volunteer basis. I performed normal office functions such as setting up and maintaining files. I arranged meetings, received, referred, and answered mail. I reviewed drafts and finish documents for appropriate grammatical usage and gathered, compiled, and reported on information relevant to supervisor's assignment.

STUDENT WORK EXPERIENCES

- Graduate Fellow | August, 2001 – June 2003 | Nova Southeastern University

I competed to receive this one-year position with other doctoral students; received the honor two years in a row. I was a member of a team that received Third Prize at the Nova Southeastern University Technology Fair competing with faculty and other professionals. I edited AECT Proceedings for 2001 and 2002. I provided onboarding and technical training to clusters whose first language was Spanish and were beginning in the ITDE program. Edited course documents and served as TA in Research and Evaluation II course. Assisted in the documentation collection and realia set-up for the SACS Accreditation visit.

For a complete list of Publications and Presentations, and Course Taught and Designed , please see <http://drcarmenlamboy.wixsite.com/drcarmenlamboy>