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*Professional History*

**1994-Current: Independent Educational Consultant, Certified Educational Planner**

- ¥ Assist students and families in college and university placement
- ¥ Advise individuals and families on matters regarding the procurement of financial aid for post-secondary studies
- ¥ Place students K-12 in private schools and boarding schools locally and nationally
- ¥ Prepare students for standardized tests through workshops and individual tutoring (ACT, SAT)
- ¥ Counsel students of all ages utilizing hypnotherapy to assist in difficulties with test and performance anxiety
- ¥ Assist schools in matters of accreditation
- ¥ Manage a tutoring business with 12 employees and approximately 50 clients
- ¥ Consult with schools on matters of admission, management, and fund-raising

**1993-1994: Headmaster**

*Manzano Day School, Albuquerque, New Mexico*

- ¥ Coordinated staff of 60 people, including a faculty of 44 teachers
- ¥ Managed a budget of \$3.2 million
- ¥ Directed the welfare and education of a student body of 415 students (kindergarten through fifth grade)
- ¥ Maintained the school's physical plant of 34 classrooms, auxiliary units, offices, library, and a six-acre campus
- ¥ Shared governance of the school with an 18 member board of trustees
- ¥ Managed two successful annual funds that raised in excess of \$125,000 each year
- ¥ Coordinated all fund-raising efforts, including a capital campaign
- ¥ Supervised the construction of two building projects for additional classrooms
- ¥ Coordinated school accreditation

**1989-1992: Upper School Head, Director of Studies, Mathematics Teacher**

*Sandia Preparatory School, Albuquerque, New Mexico*

- ¥ Directed all academic and extra-curricular programs for grades 9-12
- ¥ Taught mathematics: Algebra 1-Precalculus
- ¥ Handled matters of student behavior
- ¥ Conducted parent-teacher conferences
- ¥ Counseled parents individually and with the Parent's Association
- ¥ Served as a member of the Admissions Committee
- ¥ Coordinated the school calendar and all event scheduling
- ¥ Chaired the Faculty Development Committee
- ¥ Chaired the Computer Committee responsible for the implementation of laboratory
- ¥ Participated in the work of the Diversity Committee
- ¥ Participated in school accreditation visitation teams for Independent School Association of the Southwest, North Central Association and the New Mexico State Department of Education
- ¥ Assisted in reporting school data and status to the New Mexico State Department of

Education, and the Independent School of the Southwest

**Director of Studies, Sandia Preparatory School** (*concurrent responsibilities with the Upper School Head's position*)

- ¥ Coordinated curriculum for grades 6-12
- ¥ Developed an evaluation program for department heads
- ¥ Assisted department heads in developing their budgets
- ¥ Coordinated faculty meetings and in services
- ¥ Served on Long Range Planning Committee
- ¥ Served on the Programs Committee of the Board of Trustees
- ¥ Directed scheduling of students and the development of the master schedule

**1987-1989: Principal, Director of Admissions**

***Menaul School, Albuquerque, New Mexico, 87107***

- ¥ Directed all academic and student activity programs
- ¥ Revised and implemented student behavior policy and attendance programs
- ¥ Reported status of school programs to the Board of Trustees
- ¥ Co-managed the athletic program with the Athletic Director
- ¥ Recommended to the President the hiring and dismissal of teaching and support staff
- ¥ Supervised all academic reporting to the parents
- ¥ Communicated directly with parents regarding concerns over student progress
- ¥ Evaluated academic and support staff
- ¥ Approved budget expenditures for instructional supplies
- ¥ Managed the operational budget for admissions and academic programs
- ¥ Managed all school data for reporting and compliance to the New Mexico State Department of Education and the North Central Association
- ¥ Initiated long-range planning for a new middle school program currently operational
- ¥ Involved directly with fund-raising efforts for capital projects

**1983-1987: Dean of Students**

***Menaul School, Albuquerque, New Mexico***

- ¥ Administered and supervised student behavior policy
- ¥ Counseled and advised students and their parents
- ¥ Coordinated the school calendar and activities
- ¥ Directed the student residence program and hired, supervised, and evaluated eight resident advisors
- ¥ Directed the student recreation program
- ¥ Chaired the Computer Committee

**Director of Admissions, Menaul School**

- ¥ Developed and managed the student recruitment program
- ¥ Visited over 40 middle and high schools in New Mexico to recruit students
- ¥ Initiated an orientation program for prospective students
- ¥ Developed a successful marketing program using multimedia, resulting in a 50% increase in enrollment
- ¥ Directed the financial aid program with an annual budget of \$230,000
- ¥ Developed and implemented the student scholarship program

**1980-1983: Chair, Mathematics Department**

***Menaul School, Albuquerque, New Mexico***

- ☒ Implemented the development of the math curriculum
- ☒ Supervised and evaluated math teachers
- ☒ Recommended budget allocations to the administration
- ☒ Tested and evaluated students for placement
- ☒ Taught classes from algebra to calculus to physics
- ☒ Assisted in coaching football

**1978-1980: Assistant Dean of Students, Chair, Mathematics Department**

***Winchendon School, Winchendon, Massachusetts***

- ☒ Managed the student behavior program
- ☒ Directed the student extra-curricular program
- ☒ Managed the residential program of eight dormitories
- ☒ Supervised the transportation department
- ☒ Developed the math curriculum
- ☒ Taught classes from algebra to analysis to Spanish 1
- ☒ Coached the baseball team
- ☒ Supervised a dormitory with sixteen junior boys

**1973-1978: Rancher, Farmer**

***Mora County, New Mexico***

- ☒ Managed a 74 acre ranch
- ☒ Raised livestock and farmed corn, beans, and hay

***Educational Background***

**University of New Mexico, M.A., 1984**

- ☒ Secondary and Adult Teacher Education
- ☒ Educational Administration

**Rutgers University, A.B., 1973**

- ☒ English

**State Certification**

- ☒ Educational Administration (K-12)
- ☒ Teaching: Mathematics

***Professional Activities***

- 1992-1995: Commissioner, New Mexico Nonpublic School Commission
- 1989-1993: President, New Mexico Association of Nonpublic Schools
- 1981-1987: Member, New Mexico Council for Teachers of Mathematics
- 1987: Training, A School Approach to Adolescent Chemical Dependency, Impact: CareUnit Hospital of Albuquerque
- 1987: Training, Conflict Management, Neighborhood Justice Center of Atlanta
- 1994: Training, School Mediation, New Mexico Conflict Mediation
- 1995: Certification in Hypnotherapy, ACHE # 893-439, Alchemical Hypnotherapy Institute of Santa Fe
- 1996-2003: Member, Independent Educational Consultants Association
- 1996-2003: Member, Rocky Mountain Association of College Admission Counselors
- 1998-2003: Certified Educational Planner
- 1999-2003: Instructor, ACT/SAT Workshops for Eight Northern Pueblos, NM MESA Program

***References Available Upon Request***