

# Barbara G. Keese

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## Professional Summary

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Known for developing, creating, organizing work places that are conducive to development. Recognized for being a team player and willingness to try new ideas and approaches. Key skills include:

Curriculum Writing  
Employee Training  
Customer Relationships

Train-the-Trainer  
Administration  
Event Planning

Public Speaking  
Recruitment/Staffing  
Policies & Procedures

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## Career Highlights

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### **Project Management**

Evaluated the contents of textbooks by multiple publishers and analyzed their coordination to specific information and compliance with state standards. **Results:** School districts throughout the state were able to identify textbooks for use by their history departments that were aligned to state standards thus obtaining materials that were best suited to their particular students' needs.

Set-up, arranged and established computer system for business. This included the purchasing of hardware and software, attendance at training on new acquisitions and instruction of use for peers in the use of new computer system. **Results:** Updating of accounting system as well as incorporation of word processing and databases for small business increasing efficiency and accuracy.

Supervised and managed clinic. My tasks included, but were not limited to, the scheduling of staff and clients, ensuring good customer relations, supporting staff, and the hiring and firing of employees.

**Results:** Increased satisfaction among staff and clients increasing client volume.

### **Curriculum Design**

Created and wrote curriculum for multiple grade levels. **Results:** Curriculum aligned to Common Core and State standards. Assessments were created to include rigor and higher level thinking.

### **Collaborative Material Development/Implementation**

Served on teams that organized and wrote documentation for the accreditation of institutions by multiple accrediting bodies. My specific duties included the gathering of written materials and interviewing of colleagues/users and producing pertinent, comprehensive materials and information that met or exceeded expectations of supervisors and reviewers. **Results:** Every institution has received high praise from reviewers and has received accreditation.

### **Training/Instruction**

Instructed and trained users of newly acquired software. Instructions included not only the actual operation of the application but also what procedures and routines to follow in order to produce reliable, accurate and timely materials for management. **Results:** Efficient grading software and parent notification.

### **Train-the-Trainer**

Created and implemented training for teachers. **Results:** Training clarified needs of students and demystified approaches to, and dealings with gifted students and students with unidentified learning styles.

### **Assessment/Performance Appraisal**

Assessed individual needs and established development plans for success as well as customizing curriculum for different types and ages of learners. Issues addressed were learning styles, language proficiency, learning abilities, time devoted to learning, and achievable outcomes. **Results:** Improved learning climate, support of supervisors and colleagues.

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## Work Experience

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### **Curriculum Writer**

AESA, Austin, TX (June 2016-Sept 2016)

Created and developed several high school courses for use with the school's on-line, international school. These courses included United States History, American Government. Each class, aligned to national standards, included content, videos, a writing component, and assessment materials.

*Lincoln Learning Solutions, Rochester, PA (Sept 2014-October 2015)*

Created and developed African-American and U.S. History on-line courses for high school grades 11-12. Curriculum aligned to national standards. Course included content, lesson checkups and unit assessments.

*Tango Software, Austin, TX (2014-2015)*

Created and developed assessment items that aligned with TEKS for various grades and topics of history.

*Accelerate Education, Seattle, WA (2012-2014)*

Created and developed assessment items for World History on-line course. Adhered to state and national standards.

*Words and Numbers, Baltimore, MD (2012-2013)*

Created and developed curriculum for middle school World History on-line course. Adhered to state and national standards. Included variety of interactive activities and assessments.

*Joseph and Susanne Dickinson Hannig Museum, Austin, TX (2011-12)*

Created curriculum used with a traveling exhibit available to K-12 teachers and students. Materials included primary sources and a PowerPoint presentation.

*Briscoe Center for American History, The University of Texas at Austin (2009)*

Collaborated in the writing of curriculum used by K-12 teachers and students using primary source documents, images and artifacts from the Center's extensive collection. Communicated with educators concerning resources available for classroom learning experiences. Used various software applications including PowerPoint, Fireworks, and iWork. Member of technology team tasked with updating design of Center's website including the adaptation of educational materials to be accessible on Center's website.

### **Secondary Teacher**

*Renaissance Academy, Austin, TX (2013-2014) Grades 6-11*

*Round Rock Christian Academy, Round Rock, TX (1999-2007) Grades 6-11*

*Hopewell Middle School, Round Rock, TX (1998-1999) Grade 6*

*O'Henry Middle School, Austin, TX (1994-1998) Grade 7*

Taught history to regular and honor classes as well as Advanced Placement U.S. and World History classes. Developed curriculum for these classes. Mentored teachers. Led in-service professional development. Assessed students' performance. Served on State of Texas and local school textbook adoption committees.

### **Interim Vice President of Administration and Student Services**

*Texas College of Traditional Chinese Medicine, Austin, TX (2008-2009)*

Managed facilities and services for the college and clinic. Oversaw hiring and training of staff. Managed continuing education program. Managed and contributed to writing of numerous handbooks and catalogs. Oversaw completion of documents for accreditation.

### **Adjunct Professor**

*University of Phoenix, Austin, TX (2004-2006)*

Taught online courses in synchronized classroom. Provided lectures as well as feedback to students. Graded hands-on assessments.

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### **Education**

M.Ed., Curriculum and Development/Secondary Education, Southwest Texas State University (San Marcos, TX)

Bachelor of Liberal Studies in History, St. Edward's University (Austin, TX)

Texas Teaching Certificate: History Grades: 6-12

Gifted and Talented Education Grades: 6-12

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### **Volunteering Opportunities**

- Commissioner, City of Round Rock Historic Preservation Commission 2014-2016
- Board of Directors for Austin ACCESS to Learning, Inc. Chair of Summer Institute 2010-2012
- Curriculum writing for the Joseph and Susanna Dickinson-Hannig Museum, Austin, TX 2011-2012
- State of Texas Textbook Adoption Committee 2005
- ACSI-School Certification Team member 2004-2005
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