

Communication

Curriculum Developer

Developed powersports curriculum of the industry's leading privately-owned mechanics school, *Motorcycle Mechanics Institute*.

Responsibilities included:

- Oversight of over 4000 hours of instruction
- OEM advisory board accountability
- Supervision of research teams
- [Graphics](#), layout, editing, print contracts
- Creating test and scholarship exams
- Writing catalog course descriptions

For more information please visit my [qualifications](#) page

Accomplishments include:

- Lead the entire company in the development and implementation of [computer based curriculum delivery](#)
- Established a business relationship with ProQuest, makers of the *Lightspeed* dealer management software
- Replaced student task sheets with computer projects
- Formally commended for breakthrough performance in successfully increasing retention of at-risk students
- Implemented system-wide revision of curriculum content for increased [consistency](#), simplicity, [vocational relevancy](#), and [technical accuracy](#)
- Expanded OEM elective courses (doubled their length)

Motorcycle Mechanics Institute (a division of Universal Technical Institute), Phoenix, AZ, corporate office.
 Campuses in Phoenix, Orlando, Houston, Glendale Heights, Charlotte, Rancho Cucamonga, and Boston.

1998~
2002

Teacher

Taught 150-hour (6 week) classes, collaborated in curriculum development, counseled students, met with parents.

Motorcycle Mechanics Institute, Phoenix, AZ
 Rowland Heights High School ROP, La Puente, CA

1986~
1998
1979

Technical Writer

Revision author, 2003~2004 edition of the most widely used textbook in the motorcycle mechanics training industry.

Goodheart-Willcox text, [Motorcycles: Fundamentals, Service, Repair](#)

Present

Consumer Affairs Analyst

Fielded contacts. Wrote reports. Communicated with company engineers, legal staff and field representatives. Represented Honda regarding product quality issues.

American Honda Motor Co., Inc., Gardena, CA (now 1919 Torrance Blvd., Torrance CA)

1981~
1983

Curriculum Developer

Proficient using the following:

- Microsoft Office apps: *Word, Excel, PowerPoint*
- Adobe *Pagemaker, Acrobat, Photoshop*
- *Paintshop Pro, Gif Animator, Omnipage, ACDSee*
- Scanner, digital camera, video capture equip, Palm computers

Universal Technical Institute, Phoenix, AZ

1998~
2002

HTML Writer

- Write and maintain Internet websites
- Developed UTI Curriculum Dept. webpage

[My own page on my own domain](#)
[The page I did for the Curriculum Dept. at UTI](#)

1992~
Present

Computer Graphics Illustrator

- Developed UTI company screensaver
- Incorporated [animation](#) into PowerPoint-based curriculum

Universal Technical Institute, Phoenix, AZ

2002

Technician and Service Manager

Long [career](#) as a technician and service manager.

Triumph, Honda, Kawasaki, Harley-Davidson shops in Southern California and Arizona.

1975~
1995

Honda (certified 1983, most recent class 12/20/01), Harley-Davidson, Yamaha, Suzuki, and Kawasaki factory training.

Honda, Harley-Davidson, Yamaha, and Suzuki recognition program participant.

1975~
Present

More than 30 training [certificates](#): technical, management, customer relations, computer skills.

Lightspeed, Motorcycle OEMs, Champion Spark Plug, Wilson Learning, Xerox, CompUSA, Rockhurst University

1975~
1986

Learner

Two-year non-academic community college proficiency certificate, Motorcycle Repair.

Los Angeles Trade-Technical College, Los Angeles, CA

1976

Over 120 credit hours of public post-secondary education.

Courses taken which bring unique skills to my work include:

- Computer Graphics
- Web Design

Los Angeles Trade-Technical College, Los Angeles, CA;
 Glendale Community College, Glendale, AZ

1975
1996

Competency-Based Staff Development (CBSD) Level I teacher's certificate.

National Association of Trade and Technical Schools (NATTS)

1987

Computer Skills

Technical Background and Training

Education