

**MARIBEL MARTÍNEZ ISONA**  
**Hacienda de los Recreos urb.**  
**Alegría Street, E4**  
**Guayama, Puerto Rico 00784**  
**787-688-4627**

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**WORK EXPERIENCE:**

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| Aug. 2011 -Present   | <b>Universidad de Puerto Rico, Cayey Campus</b><br>Education Department<br>Computer Professor<br>Responsibilities: Professor of computer courses<br>(Computadoras en la Educación y Principios de Computadorización).  |
| Mar. 2010-Present    | <b>Universidad de Puerto Rico, Cayey Campus</b><br>Ethical Office Liaison<br>Responsibilities: Provide training to employees<br>in the Ethical Aspects.<br>(At honorem work)   |
| Aug. 2001 – Present  | <b>Universidad de Puerto Rico, Cayey Campus</b><br>Technology's Information Office<br>Instructor<br>Responsibilities: Provide training to employees<br>in the use of Microsoft Office and Internet.<br>Substitute the Director in reunion about the<br>integration of computer in the academic area.<br>Coordinate trainings for employees.<br>(Full Time Job) |
| Aug. 2000 –May 2013  | <b>Universidad de Puerto Rico, Cayey Campus</b><br>Mathematics/Physics Department<br>Computer Professor<br>Responsibilities: Professor of Computer courses<br>(SICI 3006, SICI 3055).<br>(Part Time Job)   |
| Aug. 2000 –May. 2001 | <b>Universidad de Puerto Rico, Cayey Campus</b><br>Technology's Information Office   |

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|                      | <p>Academic Computer Coordinator<br/> Responsibilities: Give training to employees in the use of Microsoft Office and Internet<br/> (Part Time Job)</p>   |
| Aug. 1998-May. 2000  | <p><b>Universidad del Turabo, Cayey Campus</b><br/> Computer Professor<br/> Responsibilities: Professor of Computer courses (COIS 101, 102, 201; OFAD 015, EDU 214)<br/> (Full Time Job)</p>  |
| May 2000- Julio 2001 | <p><b>Benjamin Harrison Vocational School</b><br/> Computer Professor<br/> Responsibilities: Teacher of Computer classes for high school students.<br/> (Full Time Job)</p>   |
| Aug. 1996-May 1999   | <p><b>Colegio Nuestra Señora de la Merced</b><br/> Computer Professor<br/> Responsibilities: Teacher of Computer classes for elementary, intermediate and high school students.<br/> (Full Time Job)</p>  |
| Summer 1997          | <p><b>Sacred Heart University</b><br/> Centro de Innovación Tecnológica para Ambientes de Cambio<br/> Computer and Communications Teacher<br/> Responsibilities: Provide training to adult students in “How integrate the computer into communication teaching”.<br/> (Full Time Job)</p> |
| Aug. 1994-July 1996  | <p><b>“La Semana” Newspaper</b><br/> Writer<br/> Responsibilities: Copywriter, proof reader and photographer for news coverage. Interviews for news articles and reports.<br/> (Full Time Job)</p>  |
| Aug. 1992-July 1994  | <p><b>Colegio Nuestra Señora de la Merced</b><br/> Communications and Spanish Teacher</p>   |

Responsibilities: Teacher of Journalism and Spanish for intermediate and high school students  
(Full Time Job)

Aug. 1993-May 1994

**University of Puerto Rico, Cayey Campus**  
Upward Bound Program  
Tutor of Spanish Classes  
Responsibilities: Tutoring Spanish to high school students.  
(Part Time Job)

Feb. –June 1992

**Association Management Services**  
Associate Executive Director  
Responsibilities: Coordinating all administrative matters, activities and promotional material for Coalition for the Rights of the Homeless.  
(Full Time Job)

Sept. –Dec 1991

**WLII Channel Eleven**  
News Department  
Tutor of Spanish Classes  
Responsibilities: Copywriter for television news program (“Tu Mañana – Las Noticias”), news coverage, manager of the newsroom and coordinate of different activities with the news producer. Covered the Referendum Process on December eight.  
(Internship)

Aug. 1990-May 1991

**University of P. R., Río Piedras Campus**  
School of Public Communication  
Computer Training Assistant for the news room  
Responsibilities: Provide training to communication students in Macintosh computer system.  
(Work Study)

Jan. -May 1990

**University of P. R., Río Piedras Campus**  
School of Public Communication  
External Resources Department

Public Relation's Assistant  
Responsibilities: Prepared press releases.  
(Work Study)

Jan. -May 1990

**University of Puerto Rico, Cayey Campus**  
Special Services Program  
Tutor of Spanish Class  
Responsibilities: Provide tutoring to freshman students.  
(Work Study)

## **EDUCATION:**

1994-1998

**Sacred Heart University**  
MA in Educational Technology  
Major in Computers  
Suma Cum Laude G.P.A. 4.00

1989-1991

**University of P.R., Río Piedras Campus**  
B.A. in Public Communication  
Major in Journalism  
Magna Cum Laude G.P.A. 3.66

1986-1989

**University of Puerto Rico, Cayey Campus**  
Faculty of Hispanic Studies  
Spanish  
96 credits approved

## **SPECIAL SKILLS:**

IBM & Macintosh Computer Knowledge:  
Windows 3.11, 95, 98, 2000, Me, XP, Windows  
10 Operating System; Microsoft Office 97-2016  
(Word, Excel, PowerPoint, Access, Outlook,  
Publisher, Front Page, Photo Draw); Internet,  
Project 2000 Data Management, Project 2000  
Management: Planning Monitoring and  
Controlling, Lotus SmartSuite, Adobe  
Photoshop, Microsoft Works, Databases,  
Languages (Fortran, Cobol, Visual Basic);  
HyperCard, Paint, Page Maker & File Maker.

Blackboard  
 Moodle  
 Specialist in Adult Education and computer  
 integration to the curriculum.  
 Specialist in syllabus revision  
 Specialist in e-Education solutions  
 Specialistic on Blackboard's online teaching  
 environment  
 Typing  
 Cash Register  
 Leadership  
 Good communication skills

## **TRAININGS TAKEN**

March 12, 2015

Instituto de Investigaciones Interdisciplinarias  
 University of Puerto Rico, Cayey Campus  
**Google Drive**

March 4, 2014

Web Cast  
 Learn the Principles of a Compliant Affirmative  
 Action Program

September to December 2009

Interamerican University, Cupey  
**Microsoft Office 2007**

July, 2008

Moodle Human Resource Development  
 International Limited, New Zealand  
**Moodlebites**

March 2008

University of Puerto Rico, Cayey Campus  
**Blogs**

April 2008

University of Puerto Rico, Cayey Campus  
**PowerPoint XP**

October, 2007 and April, 2008

University of Puerto Rico, Cayey Campus  
**Moodle: Wiki**

|                 |  |
|-----------------|--|
| September, 2007 | University of Puerto Rico, Cayey Campus<br>Drupal System for publish at UPRC Web Site<br><b>Moodle: Intermediate and Advanced Level</b>  |
| August, 2007    | University of Puerto Rico, Cayey Campus<br><b>Moodle: Basic Level</b>  |
| November 2001   | University of Puerto Rico, Cayey Campus<br>Centro de Cómputos Académicos<br>Comité C.A.D.I. de la Facultad<br><b>Microsoft Front Page</b><br><b>Microsoft Photo Draw</b><br><b>Adobe Photoshop</b> |
|                 | University of Puerto Rico, Cayey Campus<br>Social Sciences Department<br><b>“Taller Informativo para personas con impedimentos”</b>  |
| October 2001    | ExecuTrain Company<br><b>Project 2000 Data Management</b><br><b>Project 2000 Management: Planning, Monitoring and Controlling</b>  |
| April 2001      | University of Puerto Rico, Cayey Campus<br>CUC-CETP<br><b>“Diseño y publicación de páginas en comunidades virtuales de la Internet” (first part)</b>   |
| March 2001      | University of Puerto Rico, Cayey Campus<br>External Resources Office<br><b>“Taller para la preparación de propuestas”</b>  |
| January 2001    | Department of Education<br>National School Services of Puerto Rico<br><b>“Planificación para la Integración de la Tecnología”</b>  |
| October 2000    | University of Puerto Rico, Cayey Campus<br>CUC-CETP  |

**“Diseño y publicación de páginas en  
comunidades virtuales de la Internet”  
(second part)**

May 2000

Sistema Universitario Ana G. Méndez  
**“Comunidades de aprendizaje: Paradigma  
para el nuevo milenio”.**

May 1998

Futerekids Company  
**Internet**

April 1990

University of P.R., Río Piedras Campus  
School of Public Communication  
**Word (Macintosh): Introductory and  
Intermediate.**

**HONOR RECEIVED  
AND ACTIVITIES:**

Member of Dean List  
Member of Honor Role at UPR Cayey Campus  
Member of “Sociedad Literaria René Marqués  
Steering Committee of Middle States  
Pórtico Medal at Sacred Heart University

**REFERENCES:**

Available upon request