

RHONDA M WELFARE



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PROFESSIONAL SUMMARY

Rhonda Welfare is an educator and communicator whose experience includes proofreading, writing, and editing; project management; analysis of qualitative and quantitative data; and reporting for stakeholders.

SKILLS

- Collection, analysis, and reporting of performance data
- Management of professional development
- Development and delivery of virtual and face-to-face training
- Conference management
- Project management
- Continuous improvement process
- Creation of internal and external marketing communications
- Written and oral communication
- Copywriting and proofreading
- Software proficiency (various competency levels)
 - MS Office
 - Google Suite
 - Adobe Design Studio
 - Course development
 - Classroom management
 - Conference planning
 - Data analysis
 - Graphics and web design

Online portfolio https://www.clippings.me/rhonda_welfare

WORK HISTORY

North Carolina Department of Public Instruction, Raleigh NC 01/2007 to 01/2017 Senior Analyst, CTE State and Federal Accountability

- Oversee collection, analysis, and reporting on quantitative and qualitative data used to evaluate and improve North Carolina Career and Technical Education (CTE) programs
- Identify sources of information, including designing survey and collection methods
- Analyze data and prepare reports for state and federal accountability and for strategic planning for continuous improvement
- Manage application and compliance documentation for federal CTE grant
- Develop traditional and online publications including user manuals, training materials, presentations, and reports for federal, state, and local stakeholders
- Manage professional development for NC CTE Accountability, including assessing training needs, designing solutions to address those needs, and evaluation of training activities
- Coordinate meetings and events including site selection, budgeting, program design, and evaluation
- Work with vendors, contractors, and agency staff on CTE Accountability projects
- Serve as subject matter expert for development of related data collection systems
- Develop user documentation and provide user support for the CTE data system

WORK HISTORY (continued)

North Carolina Department of Public Instruction, Raleigh NC 01/1990 to 01/2007 **Coordinator, Career and Technical Education Instructional Management System**

- Design face-to-face and virtual courses, working with teams of content specialists, external vendors, and contractors, including selecting and weighting course objectives, developing curriculum guides, and writing and editing test items
- Assess professional development needs; select sites; plan and conduct face-to-face and online workshops and courses as needed for teachers and administrators in use of the system; and evaluate effectiveness
- Develop traditional and online publications including user manuals, training materials, presentations, and reports for federal, state, and local stakeholders

North Carolina Department of Public Instruction, Raleigh NC 10/1987 to 01/1990 **Public Information Specialist, Career and Technical Education**

- Plan and execute statewide internal and external marketing strategies
- Write, report, edit, and design traditional marketing publications such as newsletters, press releases, annual reports, presentations, user manuals, and brochures
- Copyedit and proofread division publications

The Tuscaloosa News, Tuscaloosa AL 01/1982 to 08/1985 **News Staff Writer**

- Cover breaking and feature news on the health and K-12 education beats for a daily newspaper located in Central Alabama
- Investigate facts, interview subjects, and write articles under deadline pressure
- Copyedit and proofread for special projects

The American Nuclear Society, LaGrange Park IL 11/1979 to 12/1981 **Copyeditor, Journals**

- Copyedit technical research articles in the field of nuclear engineering for two professional journals published by The American Nuclear Society
- Proofread galleys and schedule for production
- Communicate with authors and external vendors to maintain journal publication schedule

OTHER/VOLUNTEER EXPERIENCES

- **Manage public relations** for several non-profit organizations. Responsibilities included coordinating the organizations' web presence, social media sites, fundraising, and special events

EDUCATION

- **North Carolina State University, Raleigh NC**, Doctorate (Ed.D.), in Education/Leadership, Policy, and Adult and Higher Education, December 2013
- **North Carolina State University, Raleigh NC**, Master's degree (M.Ed.), in Education/Training and Development, August 2005
- **University of North Carolina, Chapel Hill, NC**, 42 graduate semester hours in Journalism (no degree), 1985-1989
- **Northwestern University, Evanston IL**, Bachelor's degree in Journalism, June 1979