

Dorothy C. Phillips, Ph.D.

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COMMUNITY COLLEGE TEACHING (ONLINE AND CLASSROOM)

Los Angeles Harbor College, Wilmington, CA

2015 TO PRESENT

Courses Taught Include:

- Business Communications
- Business 01 "Introduction to Business"
- Computer Information Computer Systems 101
- Cisco "IT Essentials"
- Cisco "Introduction to Networks"
- Cisco "Routing & Switching Essentials"
- E-commerce Essentials
- Real Estate – Property Management
- Business Law
- Introduction to "Amazon Web Services Cloud Computing"

COMMUNITY COLLEGE COMMITTEE WORK

- SLO - Experience in writing, measuring, and interpreting assessment of student learning outcomes
- ECD - Experience in updating course outlines in the ECD database of the LACCD
- Advisory Committee – Experience organizing and recruiting business and industry participants for the LAHC Business Division Advisory Committee
- CS/CIS District Realignment Committee – Represented LAHC

COMMUNITY COLLEGE EXPERIENCE

- Develop curriculum and teaching materials for a diverse student body
- Provide online and classroom instruction utilizing multiple delivery platforms
- Coordinate development of division's accreditation deliverables, unit plan, program review, validation activities, student learning outcomes, and course assessments

ONLINE TEACHING EXPERIENCE

Certifications

Canvas, Etudes.

PROFESSIONAL WORK EXPERIENCE – CORPORATE

INFORMATION TECHNOLOGY CONSULTANT

2008 To PRESENT

USC Hybrid High School - LA. CA

2011 To 2012

COMMUNITY OUTREACH COORDINATOR

Met with Principals, counselors and parents regarding recruitment of students for new college preparatory public charter high school. Presented Information to parent teacher associations and assisted them throughout the application process.

The Crenshaw Corporation – LA, CA <u>DIRECTOR OF INFORMATION TECHNOLOGY- Acting CIO</u>	1998 To 2007
Oversaw technical staff handling network infrastructure, servers, PCs, software solutions, websites, Firewalls, VPN remote access, Tadiran telephone system with Coral IPX switch, voicemail and caller ID and training of corporate staff.	
IBM Global Services IBM Global Services – Hawthorne, CA <u>DISTRIBUTED SYSTEMS LEAD</u>	Jan – Dec 1998
Managed technical staff supporting the network, servers and desktop systems. Consolidated Windows NT file server, implemented Microsoft Exchange email, training of employees on new technology.	
Northrop Grumman Corporation – Hawthorne, CA <u>DISTRIBUTED SYSTEMS LEAD</u>	1991 To 1998
Provided daily support for business units across multiple platform network environment, Banyan Vines, Novell and Windows servers with connectivity to IBM mainframe, UNIX and Internet environments and training of employees.	
Northrop Grumman Corporate IRM, Hawthorne, CA <u>DISTRIBUTED SYSTEM'S ANALYST SR.</u>	1988 To 1991
Northrop Aircraft Division <u>EQUIPMENT CONFIGURATION ANALYST</u>	1981 To 1988
Transamerica Corporation - LA. CA <u>NETWORK ANALYST</u>	1980 To 1981
Continental Airlines, LA, CA <u>COMPUTER OPERATOR "A"</u>	1978 To 1980
Ford Aerospace Corporation – Pasadena, CA <u>COMPUTER OPERATOR</u>	1975 To 1978

EDUCATION

COMMUNITY COLLEGE TEACHING CERTIFICATE: CSU DOMINGUEZ HILLS	2014
REAL ESTATE BROKER'S LICENSE – STATE OF CALIFORNIA	2006
PH.D. – MANAGEMENT: CALIFORNIA COAST UNIVERSITY	2004
M.S. – BUSINESS ADMINISTRATION: CSU DOMINGUEZ HILLS	1984
B.S. - BUSINESS ADMINISTRATION: UNIVERSITY OF REDLANDS	1982
A.A. - DATA PROCESSING: WEST LA COLLEGE	1981
CERTIFICATE – COMPUTER OPS & MANAGEMENT: COMPUTER LEARNING CENTER	1975