

BELINDA R. SASALA

bsasala@neomed.edu

Skills

- Excel in: Microsoft Office Suite; student needs assessment; project management; report generation and analysis; computer proficient
- Proficient in budgeting; expense control; account management; file/records maintenance; payroll
- Knowledge in: Internet Explorer; Firefox; Chrome; Google; Smartsheet; Blackboard; Email; CampusVue 2000; ADP; Populi; Updating Website; OASIS; Banner; Qualtrics;
- Results-oriented
- Quick learner
- Education-focused
- Training and development

Certifications/Licensures

- MOS Certified - Excel 2003, 2010 – *No Expiration*
- MOS Certified - Word 2010 – *No Expiration*
- MOS Certified - PowerPoint 2010 – *No Expiration*

Experience

Northeast Ohio Medical University (NEOMED), Rootstown, Ohio May 2020 – Current
Curriculum Manager, M3/M4 Team

- Supervise curriculum team
- Manage curriculum assignments to team members
- Provide oversight of the LMS-Canvas, OASIS, Qualtrics
- Collaboration with course directors on curriculum delivery, operations, activities, and student-based concerns
- Grade dispute oversight
- Participate in efforts to streamline policies and procedures
- Member of HLC Re-Accreditation Team
- Participated in various interviewing teams
- Planned, led and executed the process of hiring 4 new site coordinators
- Established an orientation process for coordinators on the M3/M4 team
- M3 student scheduling
- M3 & M4 annual lottery process

Maplewood Career Center, Ravenna, Ohio March 2019 – May 2020

Adult Education Director

- Manage the Adult Education Programming
- Development of course schedule for students and instructors
- Development and delivery of in-service material, faculty meetings, and department meetings at least three times per year
- Write documentation for the final stages of approval of accreditation (accreditation approved)
- Compile and produced documents and reports
- Track class attendance and student progress for all courses

Fortis College, Cuyahoga Falls, Ohio October 2018 – March 2019

Education Manager-Job Center/Satellite Location

- Manage the Satellite location with programs in HVAC-R, Welding Technology, CDL, and STNA
- Development of course schedule for students and instructors in 6-week, 10-week, and 12-week terms
- Development and delivery of in-service material, faculty meetings, and department meetings at least three times per year
- Accreditation standards implementation, monitoring, and coordination
- Develop and maintenance of documentation pertaining to the continuation of all program outcomes within the College
- Compiled and produced documents and reports and filed, copied or faxed required papers to appropriate parties
- Provided feedback on individual actions, behaviors and verbal responses

- Tracked class attendance and student progress for all courses

Education Affiliates (Corporation for Fortis College), Baltimore, Maryland January 2016 – October 2018
Online Course Facilitator

Fortis College, Ravenna, Ohio

Dean of Education

May 2014 – September 2018

- Provided continuous evaluation of program operations as compared with established mission and set parameters.
- Collaborated with project leaders and stakeholders to accomplish objectives.
- Development, implementation, and instruction of academic policies and procedures
- Development and delivery of in-service material, faculty meetings, and department meetings at least three times per year
- Development of course schedule for students and instructors in 6-week, 10-week, and 12-week terms
- Update syllabi and textbooks for all programs offered at the College
- Observations and performance reviews of all members in the Education Department
- Establish, monitor, and update all Professional Development Plans for members throughout the College
- Designed lesson plans focused on age and level-appropriate material
- Academic Advising to students throughout the College
- Americans with Disabilities Act (ADA) Administrator
- Accreditation standards implementation, monitoring, and coordination
- Budgeting in the Education Department
- Develop and maintenance of documentation pertaining to the continuation of all program outcomes within the College
- Compiled and produced documents and reports and filed, copied or faxed required papers to appropriate parties
- Earned positive verbal/written feedback from students regarding classroom instruction and student learning success.
- Provided feedback on individual actions, behaviors and verbal responses
- Tracked class attendance and student progress for all courses

Fortis College, Ravenna, Ohio

Faculty Member

May 2014 – September 2018; December 2003 – August 2010

Registrar

August 2010 - May 2014

Assistant Director of Education

March 2006 – August 2010

Robinson Memorial Hospital, Ravenna, Ohio

October 2000 – March 2004

Unit Secretary/Patient Care Assistant

Hartley Accounting & Tax Service, Ravenna, Ohio

October 1996 – October 2000

Accounting/Administrative Assistant

Education

Tiffin University, Tiffin, Ohio

Master of Business Administration
Management

Kent State University, Kent, Ohio

Bachelor of Science in Education
Secondary Education, Social Studies

Bohecker's Business College, Ravenna, Ohio

Associate of Applied Business
Accounting Technology

Volunteer Experiences

Portage County Rangers 4-H Club, 4-H Volunteer

2013 - Current

4-H Advisor; Certified 4-H Instructor-Shooting Sports; County Coordinator- Shooting Sports

- Responsible for teaching responsibility, knowledge, and skills to members that will aid them in project development
- Utilize lesson plans to provide skills at each training session emphasizing safety in shooting sports
- Work with members, ages 9-18, through project completion

Passion Community Church, Church Secretary

2017 - Current