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# Steven David Torres, M.S.

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(305)890-7340

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**EDUCATION** UNIVERSITY OF TAMPA, TAMPA, FL  
*Master of Science, Instructional Design and Technology with Honors*  
UNIVERSITY OF ARIZONA, TUCSON, AZ  
*Bachelor of General Studies, Social, Behavioral and Human Understanding*

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## EXPERIENCE

**University of Tampa** 11/2012 - Present

*College of Social Sciences Mathematics and Education*

*Department of Education, Staff Assistant II*

- Office and business manager
- Assistant to the Dean, Department Chair and faculty
- Act as liaison between department and various university departments, vendors and external stakeholders, including the county and State
- Plan and execute events, including adjunct and student orientations, annual stakeholder meetings and State conference
- Edit course catalogs
- Supervise student employees and part-time staff assistant
- Manage departmental budgets
- Organize course schedules
- Direct undergraduate program application process
- Audit records and assist in developing reports for the State of Florida and university

**Ultimate Medical Academy** 2/2015-5/2015

*Instructional Designer-Intern*

- Conduct research on various topics including Student Success, Professionalism and Health Care
- Develop tutorials based on research to assist non-traditional learners succeed in academic environments
- Assist in the creation of project management flow charts
- Support in the development of interactive modules used to track attendance

**AMR, Corporation** 11/2008- 11/2012

*American Eagle Flight Attendant*

- Ensure safety and security of guests of American and American Eagle Airlines
- Provide a positive image of the AMR, Corporation by extending exceptional customer service
- In-Flight service
- Work independently, willing to work as team-member when required
- Follow company procedures, as well as, FAA regulations
- Maintain order in cabin regardless of circumstance (i.e. irate passengers or emergency situations)

**Equity Residential, Pembroke Pines, FL** 2/2008-10/2008

*Leasing Consultant*

- Apartment home leasing
- Resident retention

**Prime Group, LLC**, Albuquerque, NM

10/2006-2/2008

*Sr. Leasing Consultant/Program Coordinator/Marketing Manager*

- Apartment home leasing
- Resident retention and functions coordinator
- Marketing outreach
- Encouraged leasing consultants
- Assist with transition during new company acquisitions
- Accounts payable/receivable
- New staff on-board trainer

#### **TRAINING AND SKILLS**

- Spanish Speaker
- Microsoft Office
- Google Docs
- Family Educational Rights and Privacy Act (FERPA)
- Student Information Systems
- Curriculum Design
- Needs Assessments
- Project Management
- Performance Systems Analysis
- Gap Analysis
- Cause Analysis
- Environmental and Organizational Analysis
- Program Evaluation
- Website Development
- LiveText
- VoiceThread
- SPSS
- Blackboard/Coursesites
- Camtasia

#### **AWARDS AND RECOGNITIONS**

Phi Kappa Phi Honor Society	2015
The University of Tampa Edmund P. Sliz Award for Outstanding Service- Employee of the Year	2013
Outstanding Flight Attendant Nominee	2009

#### **PORTFOLIO**

[Http://stevendavidtorres.weebly.com](http://stevendavidtorres.weebly.com)

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#### **References**

**Available upon request**