

DR. DETRIS ALLEN

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Professional Summary

Motivated, talented and reliable Legal Professional, Professor and Administrator with 12 years experience in higher education, business and 7 years experience in the legal field. Driven to inspire others to pursue personal and academic excellence. Strives to create a challenging but, engaging learning and managerial environment in which all have the potential to become life-long leaders and scholars. A result-driven leader who creates and facilitates a working atmosphere wherein, staff can achieve and excel to their fullest potential. Finally, an accomplished lecturer who effectively articulates information in a concise, detail-oriented manner and responds honestly to questions.

Accomplishments

- **Project Management:** Initiated multiple projects which resulted in positive outcome. In addition to managing a multi-million dollar budget at a work release center for inmates.
- **Operations Management:** Managed substance abuse adult male residential center that consisted of 300 inmates. Handled all functions related to Tier 5 program, including but not limited to: inmate intake and processing, interpreting urinalysis results, diagnosing and placing inmates into various programs for treatment and rehabilitation, writing recommendations for early release, counseling inmates on the legal ramifications of re-offending etc.
- **Staff Development:** Launched well-received program of professional development courses for all staff. Mentored and coached employees in an academic setting. Collaborated with department and faculty members to design a year-round standard-based curriculum.
- **Team building and leadership:** Created collaborative classroom experience through Co-teaching, web-based teaching and Team teaching as a Departmental Team Leader. Created and developed multiple successful policies and procedures and implementation for training and continuing education credits.
- **Material Development:** Created various materials and curriculum targeting ESE and ESOL population to create an engaging educational experience.
- **Training:** Developed and delivered training modules to inter-departmental teams to ensure smooth adoption of new programs. Trained faculty members on various aspects of business and curriculum modules. Completed training's on-time and under-budget.

Skills

- Legal and research experience
- Conflict resolution training
- Excellent communication skills
- Exceptional problem solver
- Sound judgment
- Effectively work with others
- Time management
- Legal correspondence preparation
- Legal/non-legal research
- Strong research skills
- Public speaking expertise
- Staff leadership and development Business performance improvement
- *Strategic and financial planning proficient
- *Customer relations
- *Product development
- *Outreach programming
- *Classroom management
- *Instructional best practices
- *MS Office Suite proficient
- *Clear public speaking skills-Teaching, tutoring and counseling
- *Experience working special needs individuals
- *Process implementation Crisis Prevention Intervention (CPI) training

Work History

Adjunct Professor

01/2004 to Current

Miami Dade College – Miami Florida

- Employed special educational strategies and techniques during instruction to improve the development of sensory/perceptual-motor skills, language, cognition, and memory.
- Plan Development: Planned and conducted activities for a balanced program of instruction, demonstration, and work time that provided students with opportunities to observe, question, and investigate.
- Goal Setting Established clear objectives for all lessons/projects and communicated with students, achieving a total understanding of grading rubric and overall class expectations.
- Counseling Served as student mentor and counselor for students when academic problems and personal adjustments arose, meeting with guardians to reach solutions.
- Technology Integration Increased student participation and test scores by introducing relevant computer programs and exercises to encourage student interest and enjoyment.
- Parent Communication Regularly met with parents to discuss student issues and course weakness areas.
- Worked with special education students, grades 6-8 for 13 years.
- Provide college instruction in Writing, Reading, Speech and Grammar to ESOL students.
- Challenged and motivated students through in-depth lectures and discussions.
- Lectured and communicated effectively with students from diverse backgrounds.
- Initiated thought-provoking classroom discussions to help students develop their critical thinking abilities.
- Maintained regularly-scheduled office hours to advise and assist students.
- Introduced students to the concepts of college writing.

Teacher/Tutor

01/2010 to 01/2011

- Provide supplemental tutoring services to K-12 grade students in Reading and.
- Math.
- Administered diagnostic testing and input results on grid sheets.

ESE Transition Specialist

03/2010 to 06/2010

Ahfachkee Indian School – Clewiston, Florida

- Provide teaching experience to students who have disabilities; in an inclusive educational environment that provide broad familiarity and understanding of the physical and emotional behaviors and challenges of exceptional needs children, with demonstrated stress management skills.
- Attended all IEP meetings for all students in grades 6-12 to ensure students are on track to graduation and are meeting transition requirements.
- Worked with students/parents/teachers to ensure full understanding and implementation of transition planning, develop/promote/coordinate programs to support student self-advocacy and ensure that each student and their parent(s) or guardian understood the transfer of rights from parent to student.
- Worked directly with students toward the development of self-advocacy and the ability to make life choice within the transition process, administered a variety of age-appropriate transition assessments, arrange placement and provide supervision of students in job experience.
- Served as a job coach, identified and developed job placements within the tribe and/ or local business community, prepare a Summary of Performance (SOP) form for the student before they graduate, age out or leave the program at the end of their high school term.
- Interpreted federal laws, rulings and regulations for individuals with disabilities and businesses.

Teacher/Team Leader

01/2001 to 01/2006

Parkway Middle Community School – Miami, Florida

- Provided Civics, Law, Geography and Journalism instruction to 6th-8th grade students.
- Completed lesson plans and attendance records; and conducted parent and teacher conferences.
- As team leader, I coordinated all academic programming for the team to promote and facilitate a successful learning environment and the accomplishment of the school's goals.
- Assisted with the evaluation and implementation of policies and procedures for the school's curricular development and ensured compliance with Miami-Dade County School Board policies and procedures.
- Reviewed and coordinated curriculum instructional for the team and gave feedback on how to improve

the school's curriculum.

- I coordinated the development, revision and review of all course curricula for team in collaboration with school personnel.
- Coordinated course research efforts to identify academic success and course deficiencies to support curriculum development or revision.
- Reviewed student's disciplinary history and made recommendations to administration for disruptive students.
- Completed CST and SST reports for student placement.

Substance Abuse Director

01/1998 to 01/1999

Panama City Community Correctional Ctr. – Panama City, Florida

- Responsible for the daily operations of a residential substance abuse treatment center serving inmates.
- Provided group and individual counseling to inmates.
- Responsible for a 1 million dollar budget, marketing strategies, prepared budget reports for executive review relative to program operations and expenses.
- Completed quarterly and analysis reports for Department of Corrections meetings for Tier 5 program.
- Ensured center was in compliance with the Department of Corrections policies and procedures.
- Interpreted laws, rulings and regulations for individuals and businesses.

Paralegal

01/1994 to 01/1998

Brown and Brown Attorneys – Tallahassee, Florida

- Assisted attorneys with case research, preparation, investigation, and drafted legal documents, interviewed witness and performed administrative and office duties.
- Compliance and oversight coordinator for managerial staff.
- Interpreted laws, rulings and regulations for individuals and businesses.
- Prepared witness, discovery, pleading, trial and exhibit binders for oral argument and depositions.
- Produced legal documents such as briefs, pleadings, appeals, wills and contracts.
- Organized and maintained law libraries, documents and case files.
- Scheduled and prepared witnesses to testify under oath at court hearings.

Education

Ph.D.: Theology and Counseling 2015
Trinity of South Florida - Pompano Beach, FL

- Graduated Summa Cum Laude

Master of Science: TESOL (Teaching English to Speakers of Other Languages) 2003
Nova Southeastern University

- Graduated Summa Cum Laude
- **Educational Specialist:** Reading
Nova Southeastern University - Davie Florida

Bachelor of Science: Criminal Justice with a double minor in Counseling and Legal Studies 1999
Florida A&M University - Tallahassee, FL

Certificate: Paralegal Studies 6 hours
Nova Southeastern University

JD-Law 18 hours
St. Thomas University – Miami Florida
