DEE DEE WHEATON

PROGRAM MANAGEMENT | STRATEGY | OPERATIONS | LEARNING & ENGAGEMENT

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PROFESSIONAL SUMMARY

Program and operations leader with experience coordinating cross-functional initiatives, leadership development, education, and employee engagement programs. Skilled at turning organizational priorities into structured plans, coordinating stakeholders, tracking results, and improving processes. Experienced supporting programs that reach global teams of 12,000+ employees and professional learning events with 800+ attendees. Known for clear communication, sound judgment, adaptability, and reliable execution in fast-paced environments.

CORE STRENGTHS

Program and project coordination • Cross-functional execution • Stakeholder engagement • Program design and delivery • Data tracking and reporting • Process improvement • Executive and internal communications • Event planning and logistics • Leadership development • Curriculum and learning programs • Confidential information management • Microsoft 365 • Google Workspace • Asana • Trello

PROFESSIONAL EXPERIENCE

Executive Business Partner to Senior Vice President

Calian | Houston, TX | Oct 2024 – Sep 2026

- Coordinated strategic initiatives across HR, Marketing, Sales, Finance, Operations, and executive leadership, supporting priorities that reached more than 12,000 employees globally.
- Led operating rhythms—including leadership meetings, business reviews, town halls, executive briefings, and planning sessions—to support alignment and follow-through.
- Supported senior-leader discussions related to a quarterly pipeline exceeding $50 million and helped keep stakeholders aligned on business priorities.
- Coordinated engagement with 50+ internal and external partners annually and directed leadership events that achieved 95%+ satisfaction and 98% attendance.
- Launched an internal newsletter with a 78% average open rate and supported recognition programs that increased participation by 38%.
- Improved workflows, reducing project turnaround times by 25–30%; also designed internship and mentoring initiatives.

Manager of Leadership Development

Harris County Department of Education (HCDE) | Houston, TX | Oct 2023 – Oct 2024

- Designed and delivered leadership-development and professional-learning initiatives, including growth plans and measurable performance goals for emerging and established leaders.
- Managed program data and reporting, supporting data integrity, operational efficiency, and performance monitoring.
- Co-led a regional literacy conference for 800+ attendees, coordinating program development, speakers, stakeholders, logistics, and event execution.
- Exceeded annual revenue targets by 50%, generating $21.7K through program development, stakeholder engagement, and expanded participation.

Independent Contract Special Investigator (Remote)

U.S. Department of State | Houston, TX | Sep 2020 – Sep 2025

- Managed investigative assignments from information gathering through analysis and reporting, working independently and meeting strict deadlines.
- Reviewed records and financial information, conducted interviews, and communicated findings clearly and accurately.
- Closed more than 30 cases in one month; selected for time-sensitive assignments requiring delivery within 48 hours.
- Handled sensitive information with discretion and maintained accurate documentation.

Curriculum Consultant (Remote)

Rice University | Houston, TX | Aug 2022 – Aug 2023

- Contributed subject-matter expertise to online mathematics curriculum used by school districts nationwide, reaching 1,000+ students.
- Reviewed curriculum-platform usability and user experience, contributing to a 75% improvement in user satisfaction and a 30% increase in engagement.
- Supported curriculum implementation with attention to diverse student needs and evolving educational requirements.

Online Business Manager

Self-Employed | Remote | Jan 2015 – Aug 2023

- Coordinated marketing campaigns, business initiatives, online operations, and process improvements.
- Managed order and purchasing processes, bookkeeping, website maintenance, and product listings.
- Created social-media and content strategies that contributed to 30% growth in client portfolios.

ADDITIONAL EXPERIENCE

- American Studies Teacher, Dublin, Ireland
- Campus Testing Coordinator, Texas Connections Academy
- Assistant Principal, Alief Independent School District
- Assessment Specialist, Klein Independent School District
- Instructor, Alief Independent School District
- Tutor, Self-Employed

EDUCATION & CERTIFICATIONS

Master of Education, Curriculum & Instruction – Mathematics Education | Prairie View A&M University
Bachelor of Science, Mathematics; Minor in Computer Science | Prairie View A&M University
Texas Principal Certification, Grades EC–12 | Texas Mathematics Teacher Certification, Grades 8–12