

RICHARD TUBBS

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Experience

Houston ISD Houston, TX
Educator 08/2005 - Present

- Designed and delivered a schoolwide AI adoption training for K–8 faculty, guiding teachers on practical applications of ChatGPT to support lesson planning, resource creation, and instructional efficiency.
- Configured and deployed custom GPTs by grade level (K–8) to align AI outputs with curriculum needs, enabling teachers to generate structured instructional materials aligned to their daily workflows.
- Led hands-on onboarding sessions to connect faculty to school-managed ChatGPT accounts, providing 1:1 and small-group coaching to support real-time AI workflow implementation.
- Trained educators on document upload, prompt refinement, and AI-assisted resource generation, helping translate existing lesson materials into scalable, AI-enhanced outputs.
- Embedded AI-assisted workflows into the district LMS to design assignments, generate differentiated resources, and organize classroom operations, streamlining instructional planning and delivery.
- Designed and deployed a student keyboarding application using AI-assisted development tools (Claude and GitHub Copilot), leveraging CLI integrations with Google Cloud and Supabase to support daily classroom use.
- Iteratively refined the application based on classroom feedback; students use the platform daily for structured 5–15 minute skill-building sessions.

TRL Agency Houston, TX
Life Insurance Agent 11/2021 - Present

- Managed client onboarding processes, utilizing CRM systems to track interactions, ensure a smooth experience, and foster strong relationships.
- Provided training and tool support to clients on financial products, improving customer understanding and satisfaction, resulting in a 95% satisfaction rate.
- Collaborated with insurance carriers to implement process improvements that aligned with client goals, helping build long-term relationships and customer retention.
- Addressed client inquiries and issues promptly, ensuring clear communication and resolving any issues efficiently, which contributed to a less than 5% chargeback rate.
- Identified upsell opportunities by leveraging customer feedback and optimizing follow-up strategies to enhance client value.

Education

Syracuse University Syracuse, NY
Master of Science - Exercise Science 08/2000 - 12/2003

SUNY Brockport Brockport, NY
Bachelor of Science - Exercise Physiology 01/1997 - 05/2000

Summary

AI enablement and workflow integration specialist with experience leading organization-wide adoption of generative AI tools. Designed and delivered faculty-wide AI training, built custom GPT solutions, and integrated AI-assisted workflows into daily operations. Combines instructional design expertise with hands-on experience using Claude, GitHub Copilot, cloud platforms, and API integrations to translate real work into practical AI-supported systems. Skilled at coaching users, refining prompts, and embedding AI into existing processes to drive measurable efficiency and adoption.

Knowledge Areas

AI Adoption & Enablement | Generative AI Workflow Integration | Training Design & Facilitation | Prompt Refinement & Use Case Development | API & LMS Integration | Process Optimization & Automation | User Onboarding & Coaching | Cross-Functional Communication

Courses & Certificates

Texas Teacher Certification: Physical Education EC-12, Mathematics - 4-8
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