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OBJECTIVE

My goal is to provide students with the skills, knowledge, and exposure that will enable them to decide what career path they want and can be successful in while assisting them in their transition from high school/post-high school into the workforce. Once a student leaves the classroom he/she should have the skills to be self-sufficient.

QUALIFICATIONS/SKILLS/CERTIFICATIONS

- Highly motivated self-starter with excellent communication, writing, and leadership skills
- Goal oriented but flexible
- Proficient in MS Office Suite – 2010, 2013
- Proficient in MS Office Suite – 2007 – MOUS Certifications: Word, PowerPoint, Excel
- Proficient Internet user
- OSHA Online 10-Hour Course Certification (life time)
- Working knowledge of Naviance
- Learning.com
- Everfi – Financial Literacy Certification

EDUCATION

- Teaching Certification, Business Education, University of Houston, Houston, Texas – 2002
- MBA Texas Southern University, Houston, Texas 1994
- BBA Texas Southern University, Houston, Texas 1989

PROFESSIONAL EXPERIENCE

- **Houston Community College, VAST ACADEMY**
 - 8/2017 – present - Teaches Business Education classes to Special Needs students (18-25 years of age)
- **Francis Scott Key Middle School, Houston Independent School District**
 - 8/2016 – 5/2017 Taught Principles of Information Technology & Technology Applications
- **Barbara Jordan High School for Careers, Houston Independent School District**
 - 2/2015 – 5/2016 Teaches Professional Communications
 - Member of the Attendance Appeal Committee
 - Attended/Participated in ARDS for Special Needs Students
 - Provided necessary accommodations for Special Needs Students to ensure success
- **Ross Sterling High School for Aviation, Houston Independent School District**
 - 8/2014 – 2/2015 -SAT Prep Teacher
 - Prepared students on test taking strategies for the SAT
 - Teacher of Record for Graduation Lab students
 - Monitored students as they used APEX System to obtain credits
- **Evan E. Worthing High School, Houston Independent School District**
 - 2013 – 2014 CTE Department Chair and taught Business Law, Human Resource Management, Business Information Management Systems I & II, Principles of Business Marketing & Finance, Business Management; Ran/Operated School Store

- **2012—2013** CTE Department Chair, Taught Business Law, Human Resource Management, Business Information Management Systems I & II
 - 75% of my students are Everfi Certified (a financial management certification)
 - 75% of my students are proficient in the use of Naviance (a college and career readiness platform that helps connect academic achievement to post-secondary goals)
- **2008 – 2012** Taught Business Computer Information Systems I
 - Taught MS Office Suite & Internet to 9th, 10th, 11th, 12th graders
 - 40% of my students received at least one Certification in MOUS
 - 45 % of my students received OSHA Certification
 - Auxiliary Coordinator (Dancers, Twirlers, Flags)
 - 2 Twirlers won 1st place District UIL 2011
 - Won 2nd and 3rd place State UIL
 - 3 Twirlers won 1st place District UIL 2010
 - Won 3rd and 4th place State UIL
 - 3 Twirlers won 1st place District UIL 2009
- **Dowling Middle School of Fine Arts, Houston Independent School District**
 - **2001 --2008:** Keyboarding & Keyboarding for High School Credit,
 - Taught Keyboarding for High School Credit (8th grade) – 4 years
 - Department Chair – 3 years
 - Coordinated CTE day for the entire school
 - Conducted Department meetings
 - Taught Keyboarding (7th grade) – 3 years
 - Sponsor, School Twirlers
- Shell Chemical Company, 900 Louisiana Street, Houston, Texas**
 - **1998 – 2000:** Marketing Analyst,
 - Constructed reports utilizing MS Access to track resins/versatics products
 - Provided technical support to 3 Division Managers
 - **1978 – 1998:** Sr. Office Assistant – Shell Oil Company, Houston, Texas
 - Provided clerical support to Corporate Secretary/Assistant Secretaries of Company
 - Incorporated, Merged, Dissolved Shell Oil Company subsidiaries

ACCOMPLISHMENTS

- **2004, 2005, 2006** – Career & Technology Education Teacher of the Year, Dowling Middle School of Fine Arts
- **2005** – Orchestrated and designed school’s first Career & Technology Education Week, Dowling Middle School of Fine Arts
- **2006** – Established school’s first BPA Chapter, Dowling Middle School of Fine Arts
- **2007** – Jesse H. Jones Alumni Association Alumnus of the Year, National Alumni Association, Inc., Texas Southern University
- **2007** – Group II of the Brentwood Usher Board November 2007 “Usher in the Spotlight”
- **2016** – Jesse H. Jones Alumni Association “Pillar Award”

AFFILIATIONS/ORGANIZATIONS

- Member Usher Board, Brentwood Baptist Church
- Vice President, Mission Outreach, Brentwood Baptist Church
- Past Recording Secretary & Nominating Committee Chair, Jesse H. Jones Alumni Chapter, Texas Southern University

- Past Vice President and President, Jesse H. Jones Alumni Association, Texas Southern University
- Member, National Association of Port Arthurans, Houston Chapter
- Recording Secretary, National Sorority of Phi Delta Kappa, Incorporated, Delta Chi Chapter
- Member, Alpha Omega Omega Chapter of Alpha Kappa Alpha Sorority, Inc.
- Volunteer, Ensemble Guild, Ensemble Theatre

REFERENCES

Eric Ford, Asst. Principal
Barbara Jordan High School for Careers
5800 Eastex Freeway
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Olivia Broussard, Adjunct Professor VAST Academy
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