

PAULA NASH, MBA

INSTRUCTOR – SALES/ACCOUNT MANAGER

Passionate instructor seeking a sustainable opportunity to utilize my extensive education and diverse background for the benefit of the team and its department.

COMPETENCIES

- Analyzing sales statistics gathered by staff to determine sales potential
- Creating lesson plans
- Facilitating and using visual aids
- Writing documents clearly
- Forming and building a team
- Planning and exercising conscious control of time
- Nurturing key relationships
- Framing key issues

SOFTWARE – TECHNICAL SKILLS

- Document Management: Dropbox
- LMS: Canvas
- HRMS: PeopleSoft
- MS Office Suite (Word/Excel/PowerPoint/Outlook)
- Salesforce

WORK EXPERIENCE

Houston Community College, Houston, TX
Adjunct Instructor

2016 – Present

- Exceed goal by achieving a 95% student retention rate using various methodologies.
- Increase the number of enrollees receiving certification by 40%.
- Create and manage engaging curriculum along with conducting high quality classroom planning and management.
- Assess and evaluate student's performances and implement need-based lesson plans to address the weak areas.

EDUCATION

UNIVERSITY OF PHOENIX

Master of Business Administration

UNIVERSITY OF MISSOURI

Bachelor of Arts Psychology

STATE DEPARTMENT OF TEXAS

Property and Casualty (P&C) License

HOUSTON COMMUNITY COLLEGE

Canvas Certification