Name: Rita Punch-Lagard

Work Address: Central College, 1215 Holman, Rm.200, Houston, TX 77004

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Education:

- University of Phoenix, MBA
- Texas Southern University, BBA

Teaching Experience:

- **Professor, 1993 –Present-Houston Community College**

Courses: Computer Applications I, Computer Applications II, Beginning and Immediate Keyboarding, Office Management, Administrative Management Systems, Human Relations, Records Management, Spreadsheets/Internet/Adv, Desktop Publishing, Medical Terminology, Intro to PeopleSoft, Immediate PeopleSoft, PeopleSoft Crystal Reports, PeopleSoft Financials, PeopleSoft Advanced PeopleSoft Communication-Benefits and Payroll, Intro to Office Technology, Business Math, Principle of Supervision and SAP End User Courses.

- **Professor, 2011-2013-DeVry University**

  Courses: Spreadsheets Analysis, Intro to Business, Intro to Project Management, Principles of Mgmt.

Professional, Technical, and Work-Related Experience:

- NASA, Project Manager, 2004-2006
- IBM- International Business Machines, Project Manager, Consultant, 1999-2004
- HISD- Houston Independent School District, Security Administrator, Unix Administrator, SAP/PeopleSoft Project Training Manager, 1993-1999
- UH-University of Houston-(Central Campus), Faculty/Staff Training Manager, 1993
- Maxwell House Coffee, Computer Programmer, and Systems Operation Manager, 1992-1993
- First City Bank-(FISERV), Banking Operations Supervisor, 1986-1992

Professional Achievements and Publications:

NBEA Annual Convention- Presenter, San Diego, CA, NBEA Annual Convention- Presenter, New Orleans, LA, Presenter Los Angeles, CA, TCCTA Presenter, Houston, TX

- NISOD Excellence Award
- Garner Institute of Management, Project Management Certification
- Project Management Core Capabilities - Supervision and Management, Award
- SAP Financial Accounting Module - FI/CO - IBM - Certification/SAP Award
- SAP Materials Management Module - MM - IBM - Certification/SAP Award
- Human Resources (PeopleSoft) HR Certification/Award
- IBM Corporation- Office Suite Certified
- HCC Leadership Academy Certificate
- MOS Certified