

Shirlyelaine Gray

MADISON HIGH SCHOOL

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website:

<http://teachertech.rice.edu/Participants/sgray/>

Personal Characteristics

Business Information Management and Accounting I & II instructor. I am dedicated and enthusiastic with demonstrated interest in students' technology and personal development. Belief in the importance of education to produce informed, responsible citizens. Areas of expertise include, Instruction, Lecture Techniques, Lesson planning, and Student Assessment
Organized, efficient, and precise with strong communication and liaison skills. Decisive and direct, Enthusiastic, Creative and willing to assume increased responsibility. High initiative with strong self-management skills.

Skills and Abilities

PC proficiency in MS Office applications, (Word, Excel, Access, PowerPoint, Outlook, and Publisher).
Computer Applications, Accounting and Finance, Basic web page design and update.

Experience

August 2002 until present—CTE Teacher at Madison High School

I teach Dual Credit Business Management I, Students learn and get Industry certified in Word, Excel, PowerPoint, Access they learn Outlook and Publisher. I teach Accounting I & II.

Sponsor of National Technical Honor Society, Sponsor of School Career Day and Sponsor of UIL computer club. I am the CTE Department Chair (consists of 23 CTE teachers).

October 1993 until May 2002—Secretary, Scarborough High School

Front office management for a staff of six; Workflow management, Compose and key correspondence. Accounting- Input and manage payroll, SASI and SAP systems.

April 1989 until October 1993—Secretary, HISD Human Resources

Troubleshooting/serving as Liaison for Personnel Directors and principals in problem solving; scheduling applicant interviews, distributing incoming mail and keying outgoing correspondence for Directors of

Personnel Services. Answering and screening incoming telephone calls; keying teacher's contracts; planning recruitment trips and processing trips for accounting department payment.

- ✓ **Twenty years of experience** in private industry before my employment with Houston Independent School District.

Professional Memberships

Texas Business Teacher Education Association (TBTEA) State Representative for Region 4
TBTEA State Treasurer & National Business Education Assoc. (NBEA)

Education

Cheyney University of Pennsylvania—Cheyney Pennsylvania

Bachelor of Science/Business Administration GPA: 3.60/4.0

Masters work at University of Houston

Certified Mediator/ Cy-Fair College 2007

References

Upon request