

Tiffany L. Ware

Professional Profile

My principal objective in teaching is to help students understand the writing process, question, analyze and interpret those concepts that will assist them in composing and transferring their idea(s) into essay form.

- (MLA) in Liberal Arts w/concentration in English
- (BA) in English, minor Education.
- Blackboard Vista
- GradeQuick (software for inputting grades/attendance/Email)
- Experienced/Proficient with MS Office applications i.e. Word, PowerPoint, Excel, Notepad, email application Outlook, Google, Google Docs, Photoshop, Dreamweaver, X-Catalyst.
- PeopleSoft
- Experienced in use of the Internet and Oracle educational software.

Education and Certifications

Master in Liberal Arts

Houston Baptist University. 2000

Bachelor of Arts (English)

Texas Southern University. 1995

Associate of Arts (General Studies)

Houston Community College System. 1991

Provisional Certifications

Houston Independent School District

English Teacher

Secondary Education. 1996

Tutor (Reading and English)

Houston Independent School District

Elementary School, Middle School, and Secondary, 1988-1989.

Tutor (General subjects)

Houston Community College System, SE campus

2000-2001

Key Qualifications

- 13 years' experience teaching the Rhetorical writing process by drafting, writing, organizing and editing researched argumentative and expository papers. Discuss the relationship of the major literary elements of fiction and poetry in their selected reading.
- Plan and instruct each subject using wide variety of teaching aids, motivational and implementation strategies to engage students in active learning. Incorporate learning modality principles into classroom and individual instruction.
- Implement technological approaches to writing process, for example MLA documentation Research educational resources on the Internet. Assist with information retrieval, i.e. Internet and HCC's library databases and other resources that aid writing.
- Designed and conducted student workshops for training in word processing in formatting paper for MLA guidelines.
- Use and implemented software Turnitin.com in classes as an aid in proofing paper.
- PowerPoint Lectures

Computer Skills

- PC and MAC environment literate.
- Knowledgeable of MS Office Suite software applications i.e. Word, PowerPoint, Outlook, Access and Excel.
- Other Software packages – Blackboard Vista, PeopleSoft, Edline GradeQuick grading management, Filemaker Pro, WordPerfect, Banner, Oracle Calendar, X-Catalyst (web building), Internet, and email.
- Computer-aided classroom.

Employment

University of Houston-Downtown	Present
Adjunct Lecturer	

Independent School District	Present-
Associate Teacher (substitute)	

Houston Community College System Present-
Adjunct Instructor, English Department
(part-time)

Texas Southern University Present-
Visiting Instructor, English Department
(part-time)

Teaching Experience

Houston Independent School District. 2012-present

Substitute teacher

Assigned duties: Substitute teacher is expected to carry out the instructions of the regular teacher, including grading daily papers and leaving a summary of work covered. Maintain normal classroom routines and discipline procedures

Houston Community College System (Southeast), 2000 to present.

Adjunct Instructor, English Department

Assigned Course(s): Developmental English 0300/0310, Freshman Composition English 1301/1302, American Literature I.

Houston Community College System (Central), 2009 to present.

Adjunct Instructor, English Department

Assigned Course(s): Freshman English 1301/1302, Development English 0300/0310, Technical English I (2311).

Texas Southern University, Houston, Texas. 2001 to present

Adjunct Instructor, English Department

Assigned Course(s): Freshman English 131/132 (Equivalent of English 1301/1302)

Houston Community College System. (Southeast). 2000.

Tutor

Assigned duties: proofread drafts of students' papers and offer commentary of correcting writing mechanics.

Houston Independent School District. 1993-1998

Long-term Substitute teacher

English Secondary Teacher, temporary certification (1995-96)

Assigned duties: taught the writing process, grammar, and literature to 9th and 10th grade students.

Certificates and Memberships

Membership

- TYCA (Two Year College English Association)/NCTE (National

Council of Teachers in English)

Reference

Available upon request.

