

**OBJECTIVE:** Obtain a full-time career position where my education, skills & experience may be utilized to help others.

## EDUCATION

Cisco Network Academy Instructor – Fundamentals of Web Design July 2002

National Teacher Certification in Early Adolescence through Young Adulthood/Career & Technical Education

National Board for Professional Teaching Standards. November 2000

University Central Oklahoma, Edmond, Oklahoma. June 1995

Business Education

Oklahoma Panhandle State University, Goodwell, Oklahoma. July 1993

Bachelor of Science in Office Administration

Southwestern Oklahoma State University, Weatherford, Oklahoma. May 1985

**Certifications:** Master Teacher Certification, Lead Teacher Certification. Standard Oklahoma Teaching Certification in: computer, accounting, business machines, typewriting, business math, shorthand, office procedures, & vocational education. BrainBench Certifications in Microsoft Access, Excel, Word, PowerPoint, & Outlook. CISCO Certification in Fundamentals of Web Design.

**Areas of Expertise:** Microsoft Windows Operating Systems, Microsoft Office Professional XP, Adobe Photoshop CS2, Adobe GoLive CS2, Adobe PageMaker CS2, Screenplay & Casablanca Video Editing, QuickBooks & Accounting Fundamentals

## EMPLOYMENT HISTORY

### CHEYENNE PUBLIC SCHOOLS

Cheyenne, Oklahoma

June 2005 – May 2007

Business/Computer Instructor, Technology

Director & Web Administrator

Supervisor: Phillip Butler, Principal

- ✦ Implemented successful vocational program & organization
- ✦ 90% of students placed in top 10 at state & 12 qualified for nationals in BPA
- ✦ 100% passed Brainbench certifications
- ✦ Designed & maintained school web site, digital sign, electronic school forms & communication
- ✦ Designed & presented staff development

### GOODWELL PUBLIC SCHOOLS

Goodwell, Oklahoma

August 2002 – May 2005

Business/Computer Instructor

Supervisor: Robert Miller, Superintendent

- ✦ Implemented 21<sup>st</sup> Century computer program
- ✦ 100% students enrolled obtained Brainbench certification
- ✦ Activated school web site and electronic communications for district
- ✦ 90% students placed in the top 5 at state BPA competition
- ✦ Graduating seniors obtained 14 hours of college credit

### WESTERN TECHNOLOGY CENTER

Sayre, Oklahoma

August 1995 – May 2002

Computer Instructor

Supervisor: Andy Humble, Director

- ✦ Designed & implemented team teacher business/computer technology program
- ✦ Created project oriented curriculum for state business/computer education
- ✦ 100% students obtained Brainbench certification & state certification tests
- ✦ 100% students successfully employed upon completion of program
- ✦ Several students in top ten at FBLA state competition & 1 national competitor

### SHATTUCK PUBLIC SCHOOLS

Shattuck, Oklahoma

August 1993 - July 1995

Business Teacher

Supervisor: Donny Darrow, Superintendent

- ✦ Designed & implemented team teacher business/computer technology program
- ✦ Created project oriented curriculum for state business/computer education
- ✦ 100% students obtained Brainbench certification & state certification tests
- ✦ 100% students successfully employed upon completion of program
- ✦ Several students in top ten at FBLA state competition & 1 national competitor

### OTHER WORK EXPERIENCES

- ✦ Administrative Assistant to Academic Dean; Manager Motel, Restaurant & Club; Associate Accountant; Legal Secretary/Bookkeeper, Adjunct Instructor

## ACTIVITIES & AWARDS

**PROFESSIONAL:** Nominated for Who's Who Among America's Teachers 2005, 2006 & 2007; **Teacher of the Year** 2002-2003; Oklahoma Panhandle Coordinator for Governor's Summit on Multicultural Education 2003; Oklahoma Southwest Regional Coordinator for National Board Certification 2002-2003; State of Oklahoma Business Education Division Secretary 1998-2000, advisory committee 1996-2000; State Department of Vocational Education Business Education Strategic Planning Committee member 1996-97, Legislative Committee 1998-2001; **Employee of the Year** 2000-2001; Presenter for Career Technology August Conference 1999; Strategic Planning Committee Chair for Western Technology Center 1996-1997, member 1995-1996; Guest Speaker at University Central Oklahoma February 1997; and Guest Speaker at Career Technology New Teacher Conference August 1996.

**COMMUNITY:** Active in church and worship team, student booster club member, secretary of the Sayre Pageant Board, host for the Sayre Pageant, secretary of Rough Riders & JRCA junior rodeo associations, active AG Booster member, and taught night and summer computer and dance courses.

**COLLEGE:** Phi Beta Lambda, Athletic Trainer, Who's Who Among College Students, Our Gang select music group, lead roles in drama productions, dorm social chair.

**REFERENCES:** Available upon request.