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EDUCATION

Baylor University, Waco, TX
Bachelor of Business Administration, Management Information Systems

December 2013

TEACHING EXPERIENCE

Part-Time Instructor January 2015-present

McLennan Community College, Waco, TX

- Have taught Web Design I, Web Design II, Intro to Visual Basic Programming, and Intro to Computing Laboratory courses.
- Have taught several professional development classes on Social Media in the Classroom.
- Presented a workshop for students on Your Social Media Presence.
- Developed course materials and assess student mastery of academic skills and competencies as determined by course outcomes.
- Provided relevant advice to students and provide them with the ability to learn the skills relevant for use in the workforce.

Substitute Teacher August 2015-October 2016

Burnet C.I.S.D., Burnet, TX

- Served as "on-call" substitute teacher and fill in for permanent teachers in 7th through 12th grade.
- Adhered to the lesson plans provided by the teacher and utilize relevant activities to supplement the lessons.
- Employed proactive approach to classroom management to motivate and engage students to stay focused on the task at hand.
- Communicated with teachers regarding student behavior and progress, including any disciplinary transgressions.

RELEVANT NON-TEACHING EXPERIENCE

Technology Director December 2017-present

Star Tec Builders, Temple, TX

- Direct and manage information technology operations in the corporate office.
- Collaborate and manage internal employees to enhance social media and marketing for the company and to boost online sales.
- Conduct searches such as evaluating competitor websites to incorporate best practice and create marketing strategy to ensure optimal results.
- Monitor and generate traffic, conversions, keyword rankings and reports to aid in developing and implementing interactive marketing strategies that improve search engine performance, attract users to websites and drive growth.

Web Designer April 1996-present

TrowerTech, Jarrell, TX

- Designed and customized templates in static HTML/CSS and in WordPress.
- Built custom WordPress plugins when specific functionality was required.
- Maintained and supported existing clients web sites.
- Designed and implemented SQL databases to provide storage and retrieval of data for web sites and for data analysis.

Client Services Representative October 2016-December 2017

Josiesque Designs, Austin, TX

- Managed new website development projects through designing the site and coordinating the developer, SEO representative, staff, and client communication.
- Laid out, organized, and updated client websites with fresh content.
- Provided customer service to existing clients through email/phone for email and website technical support.

Web Editor February 2013-December 2013

The Baylor Lariat, Waco, TX

- Monitored the wire services, local news sites and social media feeds for story ideas and for news of interest to readers.
- Maintained website and uploaded new content utilizing search engine optimization.
- Designed online special sections and create interactive graphics.

Learning Consultant August 2009-May 2011

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- Developed online training modules for training of employees, managers, sales representatives, and others for companies including PhilipMorris, ExxonMobil, ClearWire, Covidien, and David Weekley Homes.
- Communicated with clients and Subject Matter Experts (SMEs) to ensure goals and deadlines are met and to identify what students need to learn.
- Structured, revised and re-wrote content to shape it for the identified learning needs and to adapt it to online-based training.
- Developed assessments and activities.

PROFESSIONAL SKILLS

Software

- Microsoft Office (Word, Excel, Powerpoint, Access), Microsoft Project, Microsoft Visio, Notepad++, Adobe Creative Cloud

Language

- HTML, CSS, PHP, MySQL, MSSQL, Java (beginner), JavaScript (beginner), Visual Basic (beginner)

Web Software

- WordPress, Trac, Subversion, MediaWiki

MEMBERSHIPS

- Association of Information Technology Professionals
- Education Special Interest Group of the Association of Information Technology Professionals
- World Organization of Webmasters