

Curriculum Vitae

Connie McGee
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Richland College
12800 Abrams Road
Dallas, TX 75243

Education

Texas Wesleyan University, Fort Worth, TX
BBA in Business Education

Teaching Experience

Richland College, Dallas, TX January 2012 - Present
Adjunct Instructor – Business Office Systems and Support

North Garland High School, Garland, TX August 2003 – Present
Instructor – Business

American Institute of Commerce, Dallas, TX August 1987 – August 1996
Instructor – Business

Certificates, Certifications & Other Qualifications

Microsoft Office Specialist Certification in Excel and Word

Office Proficiency and Assessment Certification (OPAC)

Relevant Work Experience

Bank One, Dallas, TX May 1998 - August 2003
Administrative Assistant to two Vice-Presidents in Corporate Trust

Apartment Association of Greater Dallas, Dallas, TX November 1996 – May 1998
Associate Director of Education

I certify that statements made by me in this vitae are true, complete and correct.