

# Curriculum Vitae

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Richland College  
12800 Abrams Road  
Dallas, TX 75243

## Education

University of Memphis, Memphis, TN  
M.A. in Education

Southern Illinois University, Carbondale, IL  
B.S. in Business Education

## Teaching Experience

Richland College, Dallas, TX – August 2003 – Present  
Faculty – Microsoft Office (Word, Excel, PowerPoint, Access)

Richland College, Dallas, TX – August 1999 – August 2003  
Adjunct Faculty – Microsoft Office (Word, Excel, PowerPoint, Access)

Richardson Independent School District, Richardson TX – January 1997 – Present  
Instructor Staff Development – Microsoft Office (Word, Excel, PowerPoint, Access, Publisher, Windows)

Executive Secretarial School, Dallas, TX – August 1991 to August 1997  
Instructor – Microsoft Office, Business English

Hazelwood School District, St. Louis MO – September 1968 – June 1969  
Teacher – Hazelwood Junior High School – Business Subjects

## Certificates, Certifications & Other Qualifications

Microsoft Office Specialist Certification in Word, Excel, PowerPoint, Access, Outlook  
Textbook Review Committee, John Wiley & Sons, Inc., Microsoft Excel 2010

## Relevant Work Experience

IBM Corporation, St. Louis, MO, Memphis, TN, Dallas, TX  
Product Training & Marketing Support, Management, Technical Support

1969 – 1980

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