

HELEN B. CHANDLER

Brookhaven College
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EDUCATION

Master of Liberal Arts, Studies in Literature, Southern Methodist University, Dallas, TX.

Bachelor of Science, Sociology, Business Management Minor, Texas A&M University, College Station, TX.

Doctoral Studies in Arts & Humanities, The University of Texas at Dallas, Dallas, TX. All coursework and qualifying exams completed. (Dissertation not completed.)

TEACHING EXPERIENCE

Brookhaven College, part of the Dallas County Community College District (DCCCD), Professor, Fall 2015 – Current. Provide instruction in English 1301 and 1302 and Integrated Reading & Writing 0310. Adjunct Professor, English, Fall 2008 – Summer 2015.
Writing Instructor (Tutor), Writer's Corner, Multiple years between 2008 and 2015.

University of Texas at Dallas, School of Management/Business Communications, Writing Tutor. Provided one-on-one writing instruction to undergraduate and graduate students in the School of Management, 2007-2008.

PREVIOUS PROFESSIONAL EXPERIENCE

4-D Equipment & Services, Co-owner and Vice President, Dallas, TX., 2007 - 2013. Small business that specialized in leasing heavy equipment and extracting aggregate products.

Fidelity Investments, Dallas, TX., 1986 – 2002. Vice President, Relationship Management, Fidelity Institutional Retirement Services Company, 1996–2002. Multiple positions including Director of Operations, Operations Manager, Account Manager, Technical Writer between 1988 and 1996

CURRENT MEMBERSHIPS

Texas Community College Teachers Association
National Council of Teachers of English
Modern Language Association

CERTIFICATIONS, COMMITTEES, PANELS

- Member, Management and Leadership Development Panel, Fidelity Investments, 1996 – 1998
- Certification in Leadership and Influence, Executive Education at Babson College, 1999
- Instructor, Leadership Training for Managers, Directors, and Vice Presidents, Fidelity Investments, 1999-2001
- Vice President and Chair of Grants, Dallas Women’s Foundation, 2003- 2005
- Officer and Member, Dallas Women’s Foundation Alum Steering Committee, 2007-2009
- Organizational and Operations Consultant, North Dallas Shared Ministries, 2002 - 2004
- Certification in Nonprofit Management, Brookhaven College and the Center for Nonprofit Management in Dallas, 2005
- Stage Reader and Author of *Snickerdoodled*, a play in one-act, UT Dallas Spring Arts Festival, 2005
- Performer/reader in *Prayers of Dallas*, a full-length play in verse by Frederick Turner, 2005
- Article reviewer for *Retrospectives*, UT Dallas history journal, 2008
- Participant, UT Dallas and University of Guanajuato, Guanajuato, Mexico, spring study abroad, 2008
- Presenter - *Jose Posada: The Calavera and Bare Bones as Expression of Mexican Culture*, UT Dallas, 2008
- Adjunct Liaison, English Department Workgroup, multiple years between 2008-2015
- Nominee, Adjunct Faculty Excellence Award, Brookhaven College, 2014
- Member, English 1301 & 1302 Textbook & Software Selection Committee, Brookhaven College, 2015
- Member, English 1301 Syllabus and Assignment Committee, 2015
- Participant, Read/Succeed Quality Enhancement Program, Brookhaven College, 2014-ongoing
- Member, Integrated Developmental Reading & Writing Redesign Committee, 2015