

Curriculum Vitae

Patrina Scales
El Centro College
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Education

Northwood University, Cedar Hill, TX
Bachelor Business Administration in Management
Cum Laude Honors

El Centro College, Dallas, TX
Applied Arts and Science Administrative Assistant

Teaching Experience

El Centro College, Dallas, TX– January 2009 - Present

Adjunct Instructor – POFI-1301 Computer Applications I, POFI-1341 Computer Applications II, POFI-1349 Spreadsheets, POFI-2301 Word Processing, POFT-1328 Business Presentations, POFI-2331 Desktop Publishing I, POFM-1302 Medical Software Applications

Bill J. Priest Institute of Economic Development, Dallas, TX August 2001 – December 2001

Lab Coordinator – Microsoft Office Suite, Keyboarding, 10-Key, Database Systems, Record Keeping, Office Procedures, Business English, and Office Calculator Machines