

Alissa Denise Russell
5412 Stoneboro Trail
Dallas, TX 75241
(214) 374-3465 (home)
(469) 245-2813 (cell)

Education Bachelor of Arts in Mathematics, May 1998
Dallas Baptist University
Master of Science in Education, April 2009
Walden University
Doctor of Education – Teacher Leadership, June 2015
Walden University

Career Objective Highly efficient and organized individual seeks professional teaching opportunity.

Qualifications State certified in Mathematics 8-12
Highly qualified in Mathematics under NCLB
13 years teaching Mathematics – grades 5-12
2 years adjunct professor in Mathematics
9 years as Teacher Mentor/Department Head

Work Experience **Mountain View Community College – 2014 – current**
Adjunct Professor
College Algebra Instructor
College Trigonometry Instructor
Life Charter School – Oak Cliff Campus – 2008 - current
Mathematics Teacher/Mathematics Department Head/Teacher Mentor
Dual responsibilities include:
Mathematics teacher for grades 9-12.
Mathematics teachers mentoring program; teacher observations; lead departmental meetings.
Universal Academy – Irving Campus - 2003 - 2008
Team Leader/Mathematics Teacher (Grades 5-12)
Dual responsibilities include:
Training new hires and presiding over team meetings; participating in administrative decisions, creating new strategies and practices as applicable, mentoring old and new math teachers.
Teaching basic math in grades 5-7; pre-algebra, geometry, algebra 1 and 2, Trigonometry, and pre-calculus in grades 8-12.
The Marketing Continuum – 2001 - 2003
Accounting Administrator
Prepare bi-weekly payroll records, billing cycles, and weekly check runs.
Research current procedures and compile improvement ideas.
Train new employees concerning accounting procedures.
Robert Half International – Accountemps – 1999 - 2001
Accounts Payable and Accounts Receivable Specialist
Reconciled bank statements, coded bills, and printed checks for *Internet America*.
Correlated accounts receivable data at *KPMG-Peat Marwick LLP*.
Veterans Administration Medical Center – Dallas – 1996 - 1999
Executive Assistant
Typed correspondence, answered phones, coordinated major events, and trained new hires.
McDonald's – Dallas & Houston – 1984-1989
Crew Chief
Started as a cashier while attending high school and was promoted to crew chief. Primary duty, in this supervisory position was to train new employees.

Extracurricular Presenter, *Life School U*
Treasurer, *Tau Beta Sigma*
Vice-President, *Mu Sigma Chi*
Member, *Golden Key International Honor Society*

LSOC Teacher of the Year
Life Schools District Teacher of the Year
Oak Cliff Chamber of Commerce Teacher of the Year
Texas Charter Schools Association Teacher of the Year