

## Curriculum Vitae

Jennifer McGuire  
Mountain View College  
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### **Education**

Navarro College  
AAS Office Technology

Brookhaven College  
Web Development Certificate

Brookhaven College  
AAS Web Production – In Progress

### **Teaching Experience**

Mountain View College, Dallas TX August 2016-present  
Microsoft Office Courses, Business Communication Courses, Intro to Keyboarding Courses, and Professional Development Courses

### **Work Experience**

Mountain View College, Dallas TX, November 2014 – Present  
Distance Education Instructional Applications Integration Specialist

JEM Book Designs, Waxahachie TX, 2013 – Present  
Graphic and Web Designer

The Writer's Coffee Shop, Cherrybrook Australia, 2010 – 2016  
Chief Operations Officer and Graphic Designer

Shannon's Personnel Service, Inc, Dallas TX, 2000 – 2013  
Manager

Cornerstone Christian School, Waxahachie, TX, 1994 – 2000  
Administrative Assistant