

Curriculum Vitae

Jessica Hughes
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Richland College
12800 Abrams Road
Dallas, TX 75243

Education

Masters of Business Administration- Organizational Behavior and Human Resource Management
The University of North Texas; Denton, Texas
May 2013

Bachelor of Science in Business Technology Education
The University of Southern Mississippi; Hattiesburg, Mississippi
May 2010

Teaching Experience

Long Beach High School

Business Education Teacher

- Keyboarding, PowerPoint, Word, Access, Excel, HTML Coding

Gulfport, Mississippi
July 2010-May 2011

The University of North Texas

Department of Management

Graduate Teaching Assistant

- *Organizational Behavior and HR Management*

Denton, Texas
January 2012-August 2013

Relevant Work Experience

Hitachi Consulting, Inc.

Consultant

Dallas, Texas
September 2013-October 2016

- Gathered, organized and delivered change Management process in order to train Change Managers
- Developed training materials for Pilot Training for Change Facilitators
- Managed the progression of client projects through the facilitation of weekly meetings in order to address progress and delays
- Tracked projects using extensive project management tools
- Developed reports for Energy Savings Meetings
- Managed the progression of client projects from beginning to end
- Project Manager, Excel, PowerPoint, Visio,

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