

STEPHEN E. THOMAS

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EDUCATION

UNIVERSITY OF HOUSTON, VICTORIA, TX

Master of Science, Business Administration, Entrepreneurship/Economic Development (5/2013), 3.92 GPA
AACSB Accredited University

MISSOURI STATE UNIVERSITY, SPRINGFIELD, MO

Master of Science, Education, Curriculum & Instruction/Reading (1992), 3.67 GPA

CENTRAL BIBLE COLLEGE, SPRINGFIELD, MO

Bachelor of Arts, Education Administration (1989), 3.0 GPA

PROFESSIONAL EXPERIENCE—EDUCATION

EASTFIELD COLLEGE (DCCCD), Mesquite, TX

2016 to Present

Coordinator/Instructor

- **Business Office Support Systems** coordinator and professor with emphasis in business technology and Microsoft Office Suite applications
- **Business Professor** teaching business classes in the business administration, business management, management, human resources, and marketing pathways
- **Student Mentoring and Advising** to keep students on track with their classes to assure
- **Course Design** for both face-to-face and online learning platforms
- **Blackboard/eCampus** and other various online platforms utilized as part of instruction

DALLAS INDEPENDENT SCHOOL DISTRICT, Dallas, TX

2010 to 2018

Instructor

- **Distinguished Teacher** earning rank of Exemplary II on Teacher Effective Index
- **Dual Credit Instructor** in partnership with Eastfield College and Dallas ISD at Seagoville P-TECH High School
- **Teacher Business Administration and Technology** classes for high school and dual college credit.
- **Further teaching responsibilities include** teaching computer science, computer applications, with reference to coding, Microsoft Office Suite, Photoshop, and website development.
- **Design and develop curriculum for business classes at the school and district level** and for the international non-profit organization Network for Teaching Entrepreneurship (NFTE).
- **Adjunct Instructor** for Dallas ISD Alternate Certification Program.
- **Ranked in top 10% of all teachers** within district for student testing success.

FUTURE LEADERS PROGRAM (BREWER FOUNDATION), Dallas, TX

2013 to Present

Instructor

- **Instruct technology, Apprenticeship, and Financial Literacy to 5th - 12th grade Dallas ISD students** hosted at St. Mark's School of Texas, Hockaday School, ESD, and Greenhill Schools.
- **Instruct and redesigned the Camp Apprenticeship** summer curriculum for rising 8th graders, including extensive use of PowerPoint and communication/presentation skills.

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

2/1998-1/2006

Assistant Director for Area Operations—States Schools for Severely Handicapped

- **Responsible for coordinating and instructing computer training courses and programs for professional and support staff;** responsible for office staff supervision, recruitment and training, personnel policy and administration; manage purchasing of supplies, equipment and services for area office and fifteen district schools; and direct human resource management activities.
- **Resource for information systems and operations** to include, but not limited to, computer networking, coordinating electronic reporting systems, processes and data entry, and standardizing reporting requirements for compliance with established administrative procedures.

BRYAN COLLEGE, Springfield, MO

3/1997-2/1998

College Administrator/Instructor

- **Designed and developed curriculum** for new academic programs and degrees at the college.
- **Taught Computer Science, Hotel/Motel Management and Travel Agency sections** using industry standard software; section teaching included curriculum development and textbook selection.
- **Monitored student counseling and advising program** to ensure satisfactory student progress.
- **Managed the college's information and computer network systems,** software databases, and personnel training and support.
- **Managed college financial operations** by budget preparation and monitoring, and financial reporting.
- **Directed all personnel management and human resource functions** to include recruitment, training, performance reviews, etc.; taught selected computer training courses to staff and students to include Microsoft Office, QuickBooks, Adobe PageMaker and various basic computer skills.

PROFESSIONAL EXPERIENCE—BUSINESS

DAZ DELIVERY CORPORATION

7/2015-Present

Owner/General Manager, Natick, MA and Hutchins, TX

- **Responsible for human resource operations and business/administrative tasks to include, but not limited to,** fleet management; professional development and driver safety management; financial analysis; staff hiring/development/support; payroll, benefits; accounting and bookkeeping.
- **Successful transportation and logistics company providing national linehaul services as a FedEx independent contractor** in team and solo runs.
- **Fleet management services** including DOT compliance, compliance with federal and state agencies, IFTA and Heavy Use Vehicle compliance, safety inspections, and driver compliance.

FIND-A-SIGN

11/2005-3/2010

Owner/General Manager, Springfield, MO

- **Responsible for business/administrative tasks to include, but not limited to, general business operations;** strategic planning; financial analysis; staff hiring/development/support; marketing, sales and collections; payroll, benefits, and human resources management; accounting and bookkeeping.
- **Successful marketing company engaged in placing billboard and public advertising in premium locations—**ensured high visibility placement to ensure client satisfaction.
- **Provided matchless customer service while also building community good-will** through participating in community events, donating to community causes and actively participating in Springfield's Chamber of Commerce.

EXERCISE & REHAB EQUIPMENT

8/2008-12/2010

Owner/General Manager, Springfield, MO

- **Responsible for all business/administrative functions** such as business operations; financial analysis and personnel management (hiring, training, sales, human resource functions and administrative support); and marketing, product promotions and advertising in all media.
- **Provide world-class customer service** and sales support.
- **Manage inventory and POS software** data for sales reporting and tracking.

ACCOR INTERNATIONAL 7/1995-4/1997

Hotel/Motel General Manager, Springfield, MO

- **Responsible for motel financial management** to include budgeting, purchasing, personnel costs, inventory control and maintaining profit/loss.
- Managed and supervised motel daily operations such as overseeing front office staff, maintenance and housekeeping.
- **Oversight of all human resource functions**—recruiting, training, scheduling, salary determination, benefits, etc.

GENERAL COUNCIL CREDIT UNION

8/1989-7/1995

Loan Officer, Springfield, MO

- **Provided financial counseling/planning for debt consolidation loans** and approved, denied and closed consumer and real estate loans.
- **Compiled and analyzed credit reports and income/debt ratios.**

PUBLICATIONS AND PRESENTATIONS

Network for Teaching Entrepreneurship National Summit

- July 2018 – Presenter of Business on the Move seminar, incorporating movement in the classroom
- National Model Teacher Challenge participant in panel discussion
- Practice What You Teach panelist, discussing business ownership as a teacher

Curriculum Design

- Network for Teaching Entrepreneurship – 2016-2017 – Assisted in the development and design of Entrepreneurship II curriculum for the Network for Teaching Entrepreneurship curriculum.
- Network for Teaching Entrepreneurship – 2017-2018 – Assisted in the development and design of Entrepreneurship I curriculum for the Network for Teaching Entrepreneurship curriculum.

Entrepreneurship Textbook Reviewer

- Network for Teaching Entrepreneurship. (2016). Entrepreneurship: Owning Your Future. New York: Pearson.

Data for Success

- Presenter for Dallas ISD Alternate Certification Program and New Teacher Academy
- 2012-2015 school years

Teachers and Technology

- Dallas ISD Alternate Certification Program and New Teacher Academy
- 2012-2013 school years

Small Business Success Symposium

- Springfield and Nixa Chamber of Commerce series
- 2005 – 2010

Biz Camp Instructor

- Lead students through 2 week Biz Camp where they create and pitch business plan to investors
 - Local and international (Ukraine) instructor
 - 2012-2018
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ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES

Microsoft Office: Proficient in Microsoft Office software, particularly in MS Word, MS Excel, MS PowerPoint, an MS Outlook.

Google Classroom: Proficient in Google Classroom and Google Apps for Google Classroom (GAPE)

Communication Skills: Strong verbal and written communication skills.

Business and Education Professional: Current business owner (10+ years), corporate professional (15+ years) and education professional (10+ years), with the ability to incorporate previous and current experience into educational practice.

Networking: Participated in multiple business networking functions, including officer responsibilities.

SCHOLARLY AND PROFESSIONAL MEMBERSHIPS/CERTIFICATIONS

Microsoft Office Specialist Master, Office 2016 (Word, Word Expert, Excel, Excel Expert, PowerPoint, Outlook)

Beta Gamma Sigma, March 2013 (lifetime member)

Phi Kappa Phi, March 2013 (lifetime member)

Network for Teaching Entrepreneurship (NFTE), 2012 - Current

DISTINGUISHED HONORS

Advisory Board Member: Seagoville PTECH at Eastfield College (2016-2018)

Dallas ISD Distinguished Teacher: 2014-2015, 2015-2016, 2016-2017, 2017-2018 School Years

NFTE Model Teacher Challenge National Finalist, July 2018

NFTE Global Enterprising Educator, March 2015

NFTE World Series of Innovation student finalist, January 2016

NFTE National Business Plan student competitors, October 2014, October 2017, October 2018

NFTE Regional Business Plan student competitors, June 2013, June 2014, June 2016

NFTE Regional BizCamp Business Plan competitors, August 2017, August 2018

Boston Marathon Qualifier: Boston 2016 and Boston 2017

Business Networking International Officer: Treasurer 2006-2008, Vice President, 2009