

## **Curriculum Vitae**

Brandee Womack  
North Dallas High School  
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### **Education**

Texas Southern University, Houston, TX  
MBA  
Business Administration

Paul Quinn College, Dallas, TX  
B.S. Business Administration

### **Certifications**

Technology Applications Grades (EC-12) Texas Educators Certificate

### **Teaching Experience**

El Centro College 2018 – Present  
Dual Credit Instructor Introduction to Digital Media and Interactive Digital Media courses.

Dallas ISD 2014 – Present  
Dual Credit teacher for Introduction to Digital Media and Interactive Digital Media courses and various business and management courses. Develop and implement lesson plans that fulfill requirements of the DISD and dual credit El Centro College.

Dallas ISD 2013-2014  
Associate/Substitute Teacher for grades K-12 students, maintain and manage student computer laboratory and assist with computer maintenance; manage business projects using Microsoft Word, Excel and PowerPoint.

Houston ISD 2007-2008  
Associate/Substitute Teacher for grades K-12 students, maintain and manage student computer laboratory and assist with computer maintenance; manage business projects using Microsoft Word, Excel and PowerPoint.

### **Work Experience**

Susan G. Komen Breast Cancer Foundation 1 year  
Managed and maintained organization's database; maintained and updated Komen website.

UTMB Community Health Network 1 year  
Extensive use of Peoplesoft FMS for requisitions, set up purchasing for buyers & suppliers; received, processed & dispatched invoices & purchase orders; Payroll Manager, timekeeper and financial analyst; Maintained budgets for 7 different accounts using Hyperion Excel and Datamart; managed accounts payable using Peoplesoft HCM to create vouchers, track invoice payments & approvals.

Greater Providence Baptist Church 9 years to present

Lead Computer Specialist on Media/Technology Team; Sound/Audio Tech Specialist, Camera Operator/Videographer; use Final Cut Pro & other video software to create video projects; use PowerPoint & Easy Worship database software to conduct church services.