

# Curriculum Vitae

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North Garland High School  
2109 W. Buckingham Road  
Garland, TX 75042

## Education

Texas Wesleyan University, Fort Worth, TX  
BBA in Business Education

## Teaching Experience

Richland College, Dallas, TX January 2012 - Present  
Adjunct Instructor – Business Office Systems and Support

North Garland High School, Garland, TX August 2003 – Present  
Instructor – Business

American Institute of Commerce, Dallas, TX August 1987 – August 1996  
Instructor – Business

## Certificates, Certifications & Other Qualifications

Microsoft Office Specialist Certification in Excel and Word

Office Proficiency and Assessment Certification (OPAC)

## Relevant Work Experience

Bank One, Dallas, TX May 1998 - August 2003  
Administrative Assistant to two Vice-Presidents in Corporate Trust

Apartment Association of Greater Dallas, Dallas, TX November 1996 – May 1998  
Associate Director of Education

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