

## EDUCATION

**Ph.D., Career and Technical Education**, July 25, 2003

Dissertation Title: *A Profile of Current Training Practices in Selected Businesses and Industries in Southwest Virginia*

Virginia Polytechnic and State University (Virginia Tech), Blacksburg, VA

**M.S., Career and Technical Education (CTE)**, December 1997

Virginia Polytechnic and State University (Virginia Tech), Blacksburg, VA

GPA: **3.93/4.00** Summa Cum Laude

**B.S., Business Education**, May 1996

Virginia Polytechnic and State University (Virginia Tech), Blacksburg, VA

GPA: **3.92/4.00** Summa Cum Laude

## RELATED EXPERIENCE

### *Teaching/Research*

Adjunct Faculty, New River Community College, Dublin, VA

November 1997 – Present

- Teach two to four courses per semester in a combination of traditional classroom settings and distance learning environments
- Developed curriculum, instructional materials, and provided support for Adobe PageMaker 6.5 and Web Design independent and distance learning courses; have taught both courses IDL since May 2000, received excellent evaluations from students and faculty for all sections
- Have taught all levels of MS Word and Excel 97/00/XP, MS Project and Outlook 00/XP, MS Publisher 00/02, Adobe PageMaker, Web Design I and II using Frontpage or Dreamweaver, Introduction to Computing, Beginning and Advanced Keyboarding, Office Procedures, and Integrated MS Office Applications
- Conduct MOUS certification courses for business and industry; gear instruction toward preparation for proficiency exams
- Develop and teach one-day MS Project, MS Outlook, Windows OS, Internet and MS Office software industry courses; obtain excellent evaluations and continue to receive training requests

Adjunct Faculty, Radford University, Radford, VA

August 2000 – December 2002

- Taught two-four courses per semester for Computer Science department
- Instructional assignment included two sections of Introduction to Information Technology which focused on basic computer concepts, MS Office software and introductory web design
- Prepared student-centered lessons that center on individual development and encourage teamwork resulting in increased participation and attendance

Graduate Research Assistant, Virginia Tech's Center for Excellence in Undergraduate Teaching (CEUT), Blacksburg, VA

August 1998 – December 2000, August 1996 - July 1997

- Conducted research which provided extensive data for the VT Cross-Cutting Initiative Learning Communities Project and resulted in continued support of initiative
- Performed and compiled analysis of activities that was used to secure dept. funding
- Coordinated development and maintenance of award winning CEUT web-site
- Envisioned and established 1,300 volume electronic and physical CEUT resource library for use by faculty

Graduate Research Assistant, Virginia Tech's Dept. of Continuing Education, Blacksburg, VA  
January 1998 – July 1998

- Designed and developed a hotel organizational system for use by 40+ that resulted in departmental decrease in traveling expenses
- Created an on-line evaluation form for faculty to obtain participant feedback using Whiz Quest; trained faculty on system implementation and data analysis

### ***Business***

Educational Consultant, First Look Nationals, Roanoke, VA

October 1997- January 1998

- Served as public relations liaison to businesses in the New River Valley
- Discovered need for and convinced First Look Nationals to offer introductory, intermediate, and advanced MS Office end-user courses
- Provided individualized on-site instruction to First Look Nationals clients
- Developed customized training plans for clientele including Westvaco and Advance Auto
- Designed a basic computer aptitude test used for pre-training assessment of clients

Educational Consultant, Pulaski Furniture Corporation, Pulaski, VA

June 1997 – October 1997

- Conducted extensive training needs assessment based on management requirements and employee duties; framework still used in development of training programs
- Developed training library to support needs assessment findings that lead to a 15% decrease in training expenses.
- Designed and implemented Windows NT 4.0 training program for 250+ employees; attained superior evaluations from both management and employees

Assistant Manager, Interstate Motor Lodge, Wytheville, VA

August 1990 - August 1996

- Created and implemented more efficient management programs
- Envisioned strategy of marketing to bus lines which increased contract business by 60%
- Supervised 6-8 employees with low turnover

### **HONORS/AFFILIATIONS**

Assoc. of Training and Dev., 10/99 - Present

Phi Kappa Phi Society, 03/96 - Present

Gamma Beta Phi Society, 12/95 - Present

Outstanding Senior in the College of Education

Top-Ranking Senior in the College of Education

Who's Who Among Students in Colleges & Univ.

Beamer Research Grant, 10/02

VT Teaching & Learning Scholarship, 08/00

Woodie L. Tucker Scholarship Recipient, 08/95

Creager Scholarship Recipient, 08/95

Phi Delta Kappa Outstanding Teacher Ed. Student

Outstanding Junior & Senior in Bus. Ed.