

PROFESSIONAL EXPERIENCE

2007-Present

Free-Lance Writer

2001-2006

**All Saints Episcopal School, Fort Worth, TX
Instructor/Tutor***Content Areas:*

United States History	European History
United States Government	Modern Europe
Current Events	Western Civilization
Comparative Government	Introductory Economics

*Accomplishments/
Special Assignments:*

- Authored series of Great Lives biographies and worksheets.
- Created and operated highly successful summer "History Boot Camp" for ages 10-16.
- Created "Foundations of History" course for upper level students.
- Created custom curriculum to foster reading comprehension, essay writing and group discussion.
- Utilized materials from other disciplines to enhance relevancy for all students and increase motivation for low achievers.
- Created positive teacher-parent collaboration through constant communication and effective partnering with parents.
- Selected as representative on multi-division curriculum committee.
- Prepared monthly curriculum integration reports for all divisions.
- Effectively instructed sixth grade students in college-level topics.

1989-1990

**Kelly High School, Benton, MO
Instructor***Content Areas:*

United States Government
United States History
Introductory Economics

Accomplishments:

- Motivated disengaged students toward significantly higher scores.

1981-1983

**Charleston High School, Charleston, MO
Instructor***Content Areas:*

United States Government	Black History
United States History	Current Events
Introductory Economics	Orientation to Work

Accomplishments:

- Increased participation by socially disadvantaged students through sponsorship of extracurricular activities.

RELATED EXPERIENCE

- 1974-2001 **Resume Doktor**, various locations
Founder/Owner/Operator

- 1998-1999 **Bellagio Resort**, Las Vegas, NV
Human Resources Training and Employment

- 1997-1998 **Hilton Hawaiian Village**, Honolulu, HI
Front Services

- 1971-1973 **United States Navy**, Newport, RI
Personnelman/Office Administration

EDUCATION and TRAINING

- 2001-Present **Continuing education courses**

- 1983 **Southeast Missouri State University**, Cape Girardeau, MO
Bachelor of Science in Education, major in History

- 1971 **Southeast Missouri State University**, Cape Girardeau, MO
Bachelor of Science in Education, major in English

Missouri Lifetime Teaching Certification in Social Studies and English
Maryland Educator Certificate, Social Studies 7-12
Tennessee Practitioner First Issuance License

MISCELLANEOUS

Operated small business providing services to culturally diverse clientele
Initiated services to assist bilingual job applicants
Experience with IBM and Macintosh computer systems

REFERENCES

Dr. Jeany Pitre
Lower School Division Head, retired
All Saints' Episcopal School
9700 Saints' Circle
Fort Worth, TX 76108
Res.: 817-763-5142
Cell: 817-903-6282

Mrs. Ramona Bass
Board Member
All Saints' Episcopal School
820 Rivercrest Road
Fort Worth, TX 76107
Res.: 817-732-4855