

TALENTED ARTS PROGRAM INSTRUCTIONAL COORDINATOR

Highlights

Eight year military veteran with seven years of experience in the education field. Four years of experience teaching art throughout Caddo Parish. Art teaching experience includes serving gifted art students enrolled in the Talented Arts Program (TAP) throughout Caddo Schools. Also served as an Art teacher at Forest Hill Elementary and Judson Elementary. I also serve as an Art teacher for the Volunteers of America after school program at Forest Hill Elementary. I have been drawing and painting since elementary school. I also sell my private artwork as a freelance artist. In addition to my art & educational background I have over nine years of extensive business administration management experience. I am an optimistic, organized, dependable, problem solver with strong communication skills. Effective at building productive and positive working relationships with teachers and children from diverse backgrounds.

Experience

Talented Arts Program Instructional Coordinator

November 2008 to Current Company Name i¼ City , State

- 1961 Midway Avenue Shreveport, LA 71130 United States 11/2008 - Present Salary: 2,000.00 USD Per Month Hours per week: 40
- Educator (Independent Contractor) Current School: Forest Hill Elementary Principal Angela Douglas (318) 686-1783 Talented Arts Program Instructional Coordinator: Rhonda Glass (318) Duties, Accomplishments and Related Skills:
- Performs substitute teacher duties for various schools in Caddo Parish on a long term basis.
- Traveled to various elementary, middle, and high schools teaching gifted art students in small group settings for Talented Arts Program (TAP)
- Served TAP Art students located at Shreve Island, Herndon, and Judson Elem, Keithville and Youree Drive Middle, Caddo Middle Magnet, and Walnut Hill elementary/middle schools; Northwood, Magnet High, and Byrd High Schools
- Establish effective relationships with children in various Caddo Parish Schools to make a positive impact on their educational experience.
- Implements conflict resolution and negotiation strategies to effectively manage children with special needs in a classroom setting.
- Creates lesson plans, grades papers and input grades into JPAMS automated grading system for progress reports and report cards.
- Performs other administrative duties as needed.
- Responsible for effective oral and written communication as it relates to explaining and teaching the material in a way that is easy to understand, but within the allotted timeframe
- Ensures that instructional methods address the various learning styles of the students. Responsible for proactively managing social issues that involve conflict resolution, problem solving, negotiating, ethics, fairness and issuing disciplinary consequences and rewards surrounding the student's behavior.

October 2000 to December 2007 Company Name i¼ City , State

- Salary: 2,500.00 USD Per Month Hours per week: 40 CO-Owner/Transportation Logistics Manager Duties, Accomplishments and Related Skills:
- Reduced overhead costs by taking on more administrative responsibility
- Developed and managed weekly, monthly, and annual operational budgets for three semi-trucks, trailers; and truck drivers
- Created and developed a comprehensive plan to accomplish company objectives while staying within budget.
- Managed relationships between truck drivers, freight brokers, warehouses and customers to resolve problems and maintain customer satisfaction.
- Reduced overhead costs by taking on more administrative responsibility
- Developed and managed weekly, monthly, and annual operational budgets for three semi-trucks, trailers; and truck drivers
- Created and developed a comprehensive plan to accomplish company objectives while staying within budget.
- Managed relationships between truck drivers, freight brokers, warehouses and customers to resolve problems and maintain customer satisfaction.
- Negotiated contracts and payment for freight deliveries, driver employment, and payroll.
- Completed and mailed bills, contracts, policies, invoices and checks.
- Initiated performance measurements and appraisals surrounding on time deliveries and customer satisfaction.
- Translated business needs and priorities into actionable logistics strategies.
- Minimized damages and repair costs through careful management and implementation of preventative maintenance program
- Assigned workloads for three transportation personnel to ensure profitability.
- E-mailed suppliers, carriers and customers with freight status
- Cultivated a positive rapport with employees to boost company morale and promote employee retention.
- Conducted research on logistics operations, including literature reviews, interviews and site visits to gain and attract new business.
- Implemented Logistic Strategies to acquire lucrative freight that generated over \$150,000 per year in net profits

Supply Logistics Manager and Customer Service Specialist

September 1992 to July 1999 Company Name i¼ City , State

- Barksdale AFB, LA 71110 United States 09/1992 - 07/1999 Salary: 1,500.00 USD Per Month Hours per week: 40 Supply Logistics Manager and Customer Service Specialist Duties, Accomplishments and Related Skills:
- Provided customer service for all Air Force Organizations stationed on Andersen and Barksdale Air Force Base.
- Performed administrative and management functions. Managed, administrated, and operated supply systems and activities surrounding purchasing, issuing, back ordering etc.
- Processed hundreds of purchases/back orders for internal and external customers on a daily basis.
- Researched and purchased stock items for the best on base or off base sources of supply

- Input purchase request/orders to contracting for off base procurement approvals
- Managed, and monitored customer department budgets and monetary accounting with database software to ensure purchases did not exceed allotments
- Computed requirements, determined allowances, and researched and identified supplies and equipment requirements

Education

Master of Science : Management, Business /Project , 2010-02-09 Colorado Technical University i¼ City , State , US Master of Science in Management (MSM) Colorado Technical University, Colorado Springs CO Concentration: Business /Project Management GPA: 3.86

Graduated: February 09, 2010

MBA : Human Resource Management , 2008-12-27 Colorado Technical University i¼ City , State , US Master of Business Administration (MBA) Colorado Technical University, Colorado Springs CO Concentration: Human Resource Management GPA: 3.85 Graduated: December 27, 2008

Bachelor of Science : Business Administration, TRAINING , 2007-05-05 Colorado Technical University i¼ City , State , US Bachelor of Science of Business Administration (BSBA) Colorado Technical University, Colorado Springs CO Concentration: Management GPA: 3.5

Graduated: May 05, 2007 Cum Laude Honors SPECIALIZED TRAINING

Accomplishments

GPA: 3.5 Graduated: May 05, 2007 Cum Laude Honors

Military Experience

Specialist

September 1992 to July 1999 Company Name United States Air Force Andersen Air Force Base Barksdale AFB, LA 71110 United States 09/1992 - 07/1999 Salary: 1,500.00 USD Per Month Hours per week: 40 Supply Logistics Manager and Customer Service Specialist Duties, Accomplishments and Related Skills: Provided customer service for all Air Force Organizations stationed on Andersen and Barksdale Air Force Base. Performed administrative and management functions. Managed, administrated, and operated supply systems and activities surrounding purchasing, issuing, back ordering etc. Processed hundreds of purchases/back orders for internal and external customers on a daily basis. Researched and purchased stock items for the best on base or off base sources of supply Input purchase request/orders to contracting for off base procurement approvals Managed, and monitored customer department budgets and monetary accounting with database software to ensure purchases did not exceed allotments Computed requirements, determined allowances, and researched and identified supplies and equipment requirements

Certifications

LISCENSE/ CERTIFICATES

Skills

Budgets, Logistics, Basis, Budget, Contracts, Drivers, Invoices, Maintenance, Operations, Payroll, Satisfaction, Translated, Accounting, Buying/procurement, Customer Service, Database, Exceed, Ordering, Procurement, Purchasing, Receptionist, Retail Sales, Progress, Teaching, Accounting And Finance, And Marketing, Business Management, Change Management, Finance, Marketing, Painting, Problem Solver, Sales, Sales And, Strong Communication Skills, Msm, Project Management, Human Resource Management, Mba, Training