

Instructor/Coordinator of Assessment and Recruitment Department of Political Science
Arkansas State University **Jonesboro, AR** **2017 (August)-Present**

- Assisting incoming freshman and transfer students interested in majoring in political science
- Assisting faculty members within the Department with advising questions
- Help with the development of assessment to for general education course offered by the Department
- Attend all recruitment events on and off campus as the Department representative
- Conduct graduation pre-checks for graduating seniors
- Teaching Making Connections, United States Government, and Introduction to Politics courses

Academic Adviser Department of Criminology, Sociology, and Geography
Arkansas State University **Jonesboro, AR** **2014-2017**

- Assisted incoming freshman and transfer students interested in majoring in criminology, sociology, and geography
- Provided academic advising to all current freshman and sophomore students in the Department
- Advised students at our off-campus locations at ASU-Mt. Home, ASU-Newport, Beebe, ASU-Mid-South, East Arkansas Community College, and Arkansas Northeast College
- Designed and conducted advising workshop for faculty members in Department to help with advising of Junior and Senior majors
- Acted as the Advising Coordinator for the College of Humanities and Social Sciences for New Student Registration for the summer sessions
- Trained additional support staff within the Department with the advising of both traditional and non-traditional students on-campus and off-campus
- Conducted graduation pre-checks for graduating seniors within the Department in anticipation of graduation
- Completed and submitted all graduation check-sheets for graduating seniors within the Department from both the main ASU-Jonesboro campus and off-campus sites at ASU-Mt. Home, ASU-Newport, ASU-Beebe, ASU-Mid-South, East Arkansas Community College and Arkansas Northeastern College

Political Science Instructor (full-time)
Northwest Arkansas Community College **Bentonville, AR** **2009-2014**

- Taught Introduction to American Government and Introduction to International Relations courses as part of the general student and honor student curriculum programs of study with 25-30 students during the fall, spring and summer semesters
- Developed and presented lecture notes used for courses
- Designed and administered the exams and quizzes used in courses
- Determined the administration of grades and overall organization of courses

Instructional Designer
Wal-Mart Stores, Inc. **Bentonville, AR** **2007-2008**

- Collaborated with individual departments and divisions at the corporate office to develop course content for various training and development needs within their areas
- Designed content for training and development
- Consulted with individual departments and divisions on training and development needs
- Developed training in an e-learning and facilitated format

- Developed in class workshops and on-line training modules to help managers at the corporate office with the development of professional leadership skills
- Designed and developed training for store associates related to local, state, and federal compliance regulations

Independent Consultant

One-step Consulting

Memphis, TN

2006-2007

- Literacy Coordinator for East Arkansas Literacy Project
- Collaborated with individuals and companies to develop course content specific to their training needs
- Designed content for both online and face-to-face training courses
- Acted as content developer and facilitator for training to employees

Literacy Coordinator

East Arkansas Community College

Forrest City, AR

2005-2006

- Collaborated with area schools, businesses, and the regional literacy councils to provide assistance to interested adults
- Recruited students and trained volunteers and tutors
- Supervised staff, tutors, and volunteers at off-site literacy center
- Organized monthly reports and maintain student records

Career Pathways Academic Advisor

East Arkansas Community College

Forrest City, AR

2005-2006

- Worked with program participants to develop individual academic and career plans
- Assisted in the initial development and implementation of Career Pathways grant
- Developed academic degree plans for individual areas of study
- Advised program participants on individual programs of study

Political Science Instructor (Full-Time/Part-Time)

Arkansas State University

Jonesboro, AR

2003-2002

- Taught courses in political science such as Introduction to American Government, Blacks in Politics, Women in Politics, Political Parties, and International Organizations with 35-80 students during the fall and spring semesters
- Developed and presented lecture notes used for courses
- Designed and administered the exams and quizzes used in courses
- Determined the administration of grades and overall organization of courses

College of Business Advising Coordinator

Arkansas State University

Jonesboro, AR

2002-1999

- Worked with students in the development of individual academic plans and collaborated with faculty members in the development of academic degree plans for different majors
- Provided academic advice and assistance to present and prospective business majors
- Worked with students, department chairs, and faculty with questions concerning degree plans, academic programs, and graduation
- Developed all brochures, degree plans, and handouts used by the Advising Center to assist students

Career Counselor (Student Support Services Program)

Mid-South Community College

West Memphis, AR

1998-1997

- Assisted students with the development of individual career goals through assessment, planning and job placement
- Developed brochures and job search guide booklet to assist student in writing resumes and letters of application
- Developed a job placement assistance program with local businesses
- Organized annual job fair for both students and citizens in the local community with regional businesses from Arkansas and Tennessee