

TEHEITHA A. TAYLOR MURRAY

Lawson State Community College Bessemer Campus
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- OBJECTIVE** To obtain a teaching position in the area of Business/Technology that will utilize my skills in Web page design, online course development, Microsoft Office, and keyboarding methodology.
- EDUCATION**
- Completed 18 graduate semester hours in Computer Science and Office Administration.** Coursework includes Java programming and CIS Project Management.
- Baccalaureate-Level Secondary Grades 6-12 Business Education Professional Educator Certificate.** Courses taken at The University of Alabama, Auburn University, and University of Alabama at Birmingham, Summer 1998 to Fall 1999.
- Master of Business Administration degree,** Jacksonville State University, Jacksonville, Alabama, August 1993
Grade Point Average: 3.28
- Bachelor of Science degree,** Jacksonville State University, Jacksonville, Alabama, April 1990
Major: Accounting Minor: Marketing
Grade Point Average: 3.26
- Associate in Science degree in Business Administration,** Gadsden State Community College, Gadsden, Alabama, June 1988
(Graduated Cum Laude) Grade Point Average: 3.41
- EXPERIENCE**
- Instructor,** Lawson State Community College (Bessemer Campus that was Bessemer State Technical College before the merger), August 2001 to Present. Responsibilities include providing instruction to students in assigned subject areas, serving as faculty advisor to students enrolled in Computer Science, serving on college committees, and participating in curriculum evaluation/revision and textbook selection. Lead the BSTC Computer Science Summer Camp for high school students (June 2002). Served on committees at the Department of Postsecondary Education in Montgomery that developed course competencies. I have taught free Technology Plus computer courses to people in the Bessemer community and also conducted a “Lunch and Learn” Web page design seminar. I have developed online courses using the ECollege platform and the Blackboard platform and conducted faculty workshops on how to use Blackboard and Microsoft Office. I am also a graduate of the Alabama Community College Leadership Academy.
- Setup a Cisco Academy on the Bessemer Campus and developed a strong connection with the Cisco Academy on the Shelby County School of Technology campus (high school campus). I participate on high school’s advisory board and have judged their local Computer Applications competition events for Skills USA, 2007 to Present.
- Serve on the Hoover High School IT Academy Advisory Board, 2007 to Present.
- Interim Department Chair,** Lawson State Community College, August 2008 to Present. Assist Dr. Milton, Associate Dean of the Business Technologies Department, with reports, the Business Technologies Department Advisory Board, and serve as a faculty liaison on the Bessemer Campus.

Business Education Teacher, McAdory High School, McCalla, Alabama, August 1997 to August 2001. Responsibilities included teaching the Keyboarding/Computer Applications and the Web Page Design business courses, serving as Adviser for the Future Business Leaders of America (FBLA) McAdory Chapter, SACS Accreditation Committee member, and an Adviser for the Student Advisee/Adviser Program. Designed the McAdory PTA Web page.

Part-time Instructor, Gadsden State Community College, Gadsden, Alabama, December 1997 to December 1999. Taught Principles of Accounting I and II.

Director of Education/Administrative Assistant to the President/Department Chair/Instructor, Virginia College at Birmingham, Birmingham, Alabama, May 1993 to August 1997. Taught business (Accounting and Introduction to Business) and computer courses (Windows and Keyboarding). Worked with the Vice President of Admissions/Marketing to develop new promotions. Served as Department Head of the Office Automation Specialist program. Designed new programs and prepared the paper work for their accreditation, prepared the master class schedule each quarter, counseled with students, and purchased all textbooks. Setup a lab for GED preparation and was a test administrator for the school's Sylvan Prometric Testing Center.

Graduate Assistant to Instructor of Marketing, Jacksonville State University, Jacksonville, Alabama, November 1992 to April 1993. Conducted market research, which included the duties of surveying and analyzing statistical data.

Business Instructor, New World College, Gadsden, Alabama, May 1990 to September 1992. Responsibilities included teaching several business courses such as Accounting I and Business Law, preparing potential students for the GED exam, and serving as the Phi Beta Lambda (PBL) Adviser.

COMPUTER SKILLS	Microsoft Windows Microsoft Word Microsoft Excel Microsoft Access Microsoft PowerPoint	Web page development using HTML and Dreamweaver Completed four Cisco Academy Instructor Courses Authorized Sylvan Prometric Testing Center Administrator Educational software such as Skills Bank Online course development using ECollege and Blackboard
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CERTIFICATIONS	IC3 Authorized Instructor Microsoft Word and Excel XP (2002) Expert Level Microsoft PowerPoint XP (2002, 2003 and 2007) Microsoft Outlook (2003) Oracle Internet Academy Certified Instructor
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PRESENTATIONS	Alabama Business Education Association 2009 Annual Conference/Workshop on January 31, 2009. I presented two sessions of "Office 2007 for Beginners" and I helped setup/coordinate the workshop since it was held at Lawson State – Bessemer Campus.
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IAAP Birmingham Chapter Seminar on March 9, 2007. My presentation was titled "Make Dynamite Presentations with PowerPoint".

HONORS/ACTIVITIES

Member of National, Southern Region and Alabama Business Education Association
Served as the Alabama State Membership Director/Treasurer
ABEA Outstanding Business Educator Award, 2006
Who's Who Among America's Teachers, 2000
Assisted Business Education Program at McAdory High School in achieving
Business/Industry Certification, 1998-99
Technology Scholarship Program for Alabama Teachers (TSPAT) at the University of
Alabama, April 2000.
FBLA Adviser (Chapter Gold Key Award, 1999)
PBL Adviser (Chapter Gold Key Award, 1992)
Member of the National (and Alabama) Education Association
Who's Who Among Students in American Universities and Colleges
Member of the Dean's Student Advisory Council for the College of Commerce and
Business Administration, Jacksonville State University, 1992-93
Served on the Alabama Head Injury Foundation, Gadsden Chapter Advisory Board,
1992-93 and presented the Headsmart Alabama Program to elementary school
children, 1993

REFERENCES

Available upon request