

# JAMES B. STUDENT

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## EDUCATION

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**Baylor University** - Bachelor of Arts, Criminal Justice December 1998

**Web-Centric Alternative Certification Program** – Passed TExES Content Exam EC-4 Generalist

## TEACHING EXPERIENCE

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**All Students ISD** – *substitute* 08/04-present

- Completed several long term substitute assignments at Parkwood Elementary
- General knowledge of curriculum and instruction
- Input grades using InteGrade Pro
- Input attendance using SASI (ClassXP)
- Testing for DRA Levels
- Parent/Teacher conferences
- Participated in Lucy Calkins Writers Workshop training
- Guided Reading and small group instruction
- Strong organizational, communication, and interpersonal skills

## WORK EXPERIENCE

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**Alani Bright and Associates, P.A.** (Houston, TX) - *Clinical Research Recruiter* 05/08-10/09

- Key liaison between the patient and Clinical Research Coordinator
- Pre-screen and recruit potential patients
- Schedule and track appointments and enrollment
- Data collection for statistical use for advertising and marketing programs
- Responsible for petty cash and logging in patient stipends

**Target** (Spring, TX) - *Assistant Manager* 05/03-05/08

- Supervised personnel to meet company goals and customer service
- Assisted and implemented marketing/advertising sales programs
- Managed cash handling and expense reports for loss prevention
- Responsible for interviewing/training personnel including management
- Scheduling and payroll

**Dr. David A. Miller, D.P.M.** (Houston, TX) - *Front Office Medical Assistant* 01/99-01/03

- Insurance verification and pre-certification
- Posted insurance and patient payments
- Responsible for petty cash and daily bank deposits
- Involved in interviewing/training new personnel

## VOLUNTEER EXPERIENCE

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- Sunday school 2003-2005
- Coaching (Boys 9 and Under baseball) 2008-present
- Mentoring/Tutoring (YMCA) 2010-present