

# JAMES B. STUDENT

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**Education**                      **Stephen F. Austin State University, Nacogdoches TX**                      8/2000 to 12/2004  
College of Liberal Arts  
Bachelor of Arts in English  
Minor in Speech Communications

**Certifications**                      **Web-Centric Alternative Certification Program**                      10/2009 to present  
English Language Arts and Reading Grades 8-12  
TExES English Language Arts and Reading 8-12 Test, passed on 10/31/09

**Objective:**                      To utilize my passion for education and leadership experience by obtaining a position teaching English Language Arts and Reading, Grades 8-12, at Judson Independent School District.

**Work Experience**

**The Art Institute of Dallas, Dallas, TX**                      10/2006 to present  
*Associate Director of Admissions*

- Manages, coaches, and leads team of 24 admissions representatives.
- Leads an extensive three week training program for new admission hires.
- Leads and participates in weekly training meetings to ensure staff development.
- Plans and executes all Open House events for High School and general students.
- Organizes and conducts group tours for High School Teachers and their students.
- Continues to actively recruit and carry out all duties of the Assistant Director of Admissions.
- Executive Director of Summer Studio 2009, summer camp for High School students.
- Top Achiever's Club Recipient 2009

**The Art Institute of Dallas, Dallas, TX**                      12/2005 to 10/2008  
*Assistant Director of Admissions*

- Recruits intelligent and creative students to attend The Art Institute of Austin.
- Interviews each student that applies to ensure they are a right fit for the college.
- Makes outbound calls daily, in response to student inquiries about the college.
- Works collaboratively in a team environment to ensure production is on target.
- Received the "Own It Award" because of productivity, teamwork, and leadership.

**Conroe Independent School District, Spring, TX**                      9/2007 to 1/2008  
*Substitute Teacher*

- Effectively taught students of various age levels and diverse backgrounds
- Utilized and followed through on existing lesson plans.
- Enforced rules for maintaining and encouraging a healthy learning environment.
- Developed excellent rapport and generated high level of enthusiasm among students.
- Successfully communicated with teachers, administrators and parents.

**Skills**

- Great communicator with exceptional people skills; proven leader and motivator.
- Excellent planning and organizational skills.
- Proficient with Microsoft Word, Excel and PowerPoint.