

Objective:

- Seeking a position with an educational facility that is interested in online learning or distance education in Mathematics.

Highlights:

- Twenty plus years experience as a teacher/tutor for various subjects in mathematics.
- Twenty plus years experience with computers.
- Extensive PC experience with educational software.
- Proficient in developing lesson plans and curriculums.
- Effective interactions with students.
- Conduct teaching in various ways as to meet the learning style of the individual.
- Experience as a distance educational instructor.
- Experience developing and teaching courses in Mathematics for distance education and onsite education.
- Self motivated.
- Able to work in a fast pace environment which does not require constant supervision.

Qualification:

Instructor/Tutor

- Applied knowledge of Mathematics to the Honor's Program.
- Consulted with students to determine their needs and priorities in learning.
- Created and implemented advance study methods for mathematics.
- Facilitated mathematics by encouraging learning.
- Identified problems, diagnosed causes and determined corrective actions for learning math.
- Provided after school tutoring for math courses.
- Maintained high standards of excellence in students by motivating the desire to learn math.
- Maintained computer inventory of students' math records.
- Created and implemented lesson plans and curriculums.
- Applied knowledge of mathematics for students enrolled in college.
- Assisted owner in planning and execution of courses for students enrolled in college.
- Assisted subordinates and supervisors in identifying and resolving problems in studying.
- Contributed to all aspects of students passing mandated state exams.
- Helped oversee all aspects of learning for students.
- Developed and implemented online math courses.
- Applied knowledge of diverse learning in mathematic courses.
- Consistently met or exceeded math goals for students.

- Experience in lesson plans.
- Able to function in a multicultural environment.
- Applied knowledge of Mathematics to the Honor's Program.
- Consulted with students to determine their needs and priorities in learning.
- Created and implemented advance study methods for mathematics.
- Facilitated mathematics by encouraging learning.
- Identified problems, diagnosed causes and determined corrective actions for learning math.
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- Developed and implemented online math courses.
- Applied knowledge of diverse learning in mathematic courses.
- Consistently met or exceeded math goals for students.
- Experience in lesson plans.
- Able to function in a multicultural environment.

Technical/PC:

- Completed the Socrates distance learning training for AIO
- Experience with numerous educational software
- Ms Word for Windows, Ms Word, WordPerfect, MultiMate, Microsoft Access, Word Processors.
- Lotus 123, Microsoft Excel.
- dBase III, Accounting Software.
- Microsoft Windows, Networks, Dos, PC maintenance and backup
- Mail Stuffer, Labelers, Full Key Board
- Computerize Record Keeping
- Developed online math course
- Experience with Blackboard
- Experience with WebCt
- Experience with various online class management programs
- Extensive internet experience
- Developed and implemented programs using macros.

Education:

- **Texas Southern University** **Houston, Texas**
Masters of Science in Mathematics 5/2000
- **University of Houston Clear Lake City** **Clear Lake City, Texas**
Bachelor of Science in Accounting 5/1986
- **Houston Community College** **Houston, Texas**
Associate of Science in Accounting 5/1976

Employment:

- **Texas Southern University**
Online Math Instructor 8/2004 to Present
- **University of Phoenix**
Online Math Instructor 4/2003 to Present
- **Axia University**
Online Math Instructor 10/2004 to Present
- **AIO**
Online Math Instructor 9/2003 to 12/2008
- **Taylor University**
Online Math Course Developer and Instructor 9/2003 to 1/2010
- **University of Mohave**
Online Math Instructor 9/2003 to 8/2008
- **DeVry University**
Online Math Instructor 6/2003 to 8/2009
- **University of Houston-Downtown** **Houston, Texas**
Online Math Course Developer and Teacher 6/2001 to 12/2001
- **Houston Community College** **Houston, Texas**
Online Math Course Developer and Teacher 6/2001 to Present
- **Houston Independence School District** **Houston, Texas**
Math Instructor 5/1998 to 5/03
- **Richardson's Education Services** **Missouri City, Texas**
Instructor 5/1999 to 8/1999
- **We Care Help Services, Inc.** **Houston, Texas**

Melanie L. Davis

Director/Educator

1/1985 to 12/1998

- **Tempco Temporaries**
Accountant/Administrator Assistance **Houston, Texas**
1/1998 to 8/1998
- **Love Child Care**
Administrator/Educator **Houston, Texas**
2/1981 to 1985
- **Reed Instrument**
Bookkeeper/Manual Machinist **Houston, Texas**
1979 to 1971
- **Federal Reserve Bank**
Check Process **Houston, Texas**
1976 to 1979

Salary Open

References upon request