

provides personal enrichment courses and workshops to various constituent groups, including computer training for teachers and camps for youth in the summer. Recruits, advises, and counsels adult learners coming to or returning to college, to ease their transition into college life. Manages five budgets within the department; supervises all continuing education staff and student workers (between 2 and 5 employees); created and maintains 20+ web pages for department; supports university-community relations by serving on numerous campus and civic boards and committees.

January 1997 to May 1999

Coordinator, Technology Based Instruction,  
Mississippi University for Women, Columbus, MS  
Planned and developed credit and non-credit courses in technology for senior citizens, area K-12 educators, and faculty/staff; scheduled courses; hired course instructors; coordinated marketing and advertising for developed programs and recruited participants; managed enrollment for all training in the office, to include registration, payments, and billing; managed budget for technology program; customized technology training to meet business and industry demands. Developed and maintained web pages for the office.

June 1996 – December 1996

Secretary, Deposit Guaranty National Bank (now Regions Bank), Columbus, MS

January 1996 - May 1996

Office Manager, Godwin Pumps of America, Inc., Upper Marlboro, MD

July 1995 – December 1995

Administrative Assistant, East Coast Vice President,  
Inchcape Shipping Services, Baltimore, MD (Through Manpower Temp. agency)

February 1980 – June 1995

United States Air Force, Cryptologic (Russian) Linguist  
Involved in all aspects of collecting and analyzing military communications, to include managing resources in a 24/7 operation. Honorable discharge – retirement.

**FORMAL EDUCATION**

MBA (anticipated Dec 2013)  
Mississippi State University, Starkville, MS

15 graduate credit hours earned toward M.Ed. in Instructional Management  
Mississippi University for Women, Columbus, MS

1989

B.A. Area Studies, University of Maryland - University College, College Park, MD

1986

A.A. Interpreting and Translating, Community College of the Air Force (CCAF).