

1001 Leadership Place  
Killeen, TX 76549

# Ms. Jessica Robin

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**PERSONAL SUMMARY** I possess an exceptional multi-certified career, through continued education in the business industry. Currently I serve as a secondary Instructor and post-secondary Adjunct Professor. My attributes include excellent verbal and written communication skills. I am seeking to fulfill my passion as a full time post-secondary Assistant Lecturer position at the University Level.

- AREAS OF EXPERTISE**
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|----------|--|
| Teaching | <ul style="list-style-type: none"><li>· Instructing students how to think for themselves in a fast-paced academic environment</li><li>· Knowledgeable about state and local curriculum policies and assessment procedures</li><li>· Planning and delivering well-structured lessons which engage and motivate students</li><li>· Coordinated, planned and organized visits and special CTSO activities yearly</li><li>· Experience dealing with challenging and disruptive students</li><li>· Efficient and timely entering of student progress reports and grades</li><li>· Planning, preparing, and reviewing school curriculum with peer staff members</li><li>· Ensuring that all Health and Safety policies were implemented and adhered to at all times.</li></ul> |
| Personal | <ul style="list-style-type: none"><li>· Able to inspire, challenge, and motivate students</li><li>· Effectively communicated and built rapport with staff, parents, and students</li><li>· Excellent interpersonal and verbal communication skills</li><li>· Adaptable and willing to try new teaching methodologies and practices</li></ul>   |

## CAREER HISTORY

### Killeen Independent School District

*Local School – KISD Career Center*

**Career Prep/AV/Graphic Design Teacher**

2013 – Present

- Responsible for teaching; Career Preparation, Audio/Video Production, Graphic Design I, E20/20 Economics, and E20/20 English courses.
- Assisted in the educational and social development of high school juniors and seniors. Assisted in guiding students towards college academia by creating unique learning experiences both in and out of the classroom.

**Duties:**

- Proctored student exams for Work Keys and Key Train Modules
- Proctored student Certification Exams for the NCRC+ Certification
- Trained and assisted students to achieve an Adobe Photoshop CS5 Certification
- Planned and prepared effective teaching lessons for all subject areas in compliance with the course TEKS
- Participated in after school CTSO events, competitions, and school trips

*Local School – Ellison High School*

**Career Preparation Teacher**

2006 – 2013

- Responsible for teaching articulated college Career Preparation-Business courses.
- Assisted in the educational and social development of high school juniors and seniors. Assisted in guiding students towards college academia by creating unique learning experiences both in and out of the classroom.

**Duties:**

- Planned and prepared effective teaching lessons
- Participated in after school CTSO events, competitions, and school trips
- Used regular assessments to monitor student progress, set target goals, and then responded accordingly to achieve a high student pass rate

- Promoted creativity and innovation through the use of new technology and software programs
- Researched, prepared and planned for future lessons both in and out of the classroom
- Contributed to the implementation of school and departmental improvement plans

### Texas A&M University Central Texas

*Local Area University – TAMUCT*

**Adjunct Business Professor – COBA**

2012 – Present

Courses instructed: Principles of Management and Business Ethics

· Responsible for teaching undergraduate courses via face-to-face and/or in an online format

Duties:

- Maintained appropriate office hours (online)
- Ensured a timely response to all student inquiries within 24 hours
- Submitted syllabi for approval prior to all semester deadlines
- Submitted all required university documentation and course rosters on time
- Helped assist Dr. Altman with the course redesign of Business Ethics (summer of 2014)
- Performed other related duties as needed or assigned

### LICENSE/CERTIFICATIONS

#### Texas Educator Certificate – SBEC

Certification:

**Technology Education (6-12) – Standard Certificate**

Effective: 2013 Exp: 2019

**Business Education (6-12) – Standard Certificate**

Effective: 2006 Exp: 2019

### EDUCATION

North Central University, Prescott, Arizona

Summer 2012

Program of Study: Doctorate of Business Administration (Management)

Completed 2 Ph.D. level courses

Lakeland College, Green Bay, Wisconsin

2005-2006

**MBA – Business**

Saint Norbert College, DePere, Wisconsin

1997-2001

**BBA – International Business, Spanish Minor**

Northeast Wisconsin Technical College

1995-1997

**Associates Degree – Micro Computer Specialist**

### ACHIEVEMENTS

- 10 year volunteer – the Ronald McDonald House, Temple, Texas
- 9 year volunteer – Special Olympics Region 12
- 2 years Target Grant Award Recipient 2010 & 2012
- 6 year collaboration ‘workshops’ with Central Texas College-SIFE and Dr. Frith 2008-2014
- Served 5 years as Regional Advisor for Business Professionals of America (BPA) 2008-2012
- Received the “KISD Top 10 Excellence in Teaching” Award 2008
- Received the “Outstanding Advisor of the Year” Award 2008
- Received the CTE “Teacher of Promise” Award 2007
- Received the “Outstanding Advisor of the Year” Award 2007 & 2008

PROFESSIONAL MEMBERSHIPS

**Future Business Leaders of America**

Chapter Advisor – 2 years

**Business Professionals of America**

Chapter Advisor – 8 years

Regional Advisor – 5 years

National Competition Student Advancement – 3 years

Regional and National Officer's – 4 years

**Texas Business and Technology Educators Association**

Member – 6 years