

CURRICULUM VITAE – SHELBY SIMMONS

EDUCATION:

12/2014 (Prospective graduation date) University of South Carolina; Columbia, SC
[M.Ed. Educational Technology](#), 4.0 GPA

08/2011 - University of South Carolina; Columbia, SC

M.A.T. Elementary Education, 4.0 GPA

Certified in Elementary Education, Social Studies, History, Online-Teaching

12/2009 - Limestone College, Gaffney, SC

Bachelors of Science Business Administration – Accounting

Magna Cum Laude, Sigma Beta Delta Honor Society

05/2006 - Technical College of the Lowcountry, Beaufort, SC

Associates Degree Liberal Arts, Associates Degree Industrial Electronics Technology

4.0 GPA, President's List, Highest Honors, Outstanding Graduate Arts and Sciences Program

MCP – MS 2000 Professional, A+ Cert., Network Administrator Cert.; FCC: GROL License

Student of the Year 2003, Commencement Speaker, Outstanding Graduate, Highest Honors

EXPERIENCE:

01/2014 – Present: Technical College of the Lowcountry, Hampton Campus

Adjunct Professor, Developmental English

- ENG 032/12 College Writing Skills, COL 103 College Skills, RDG 100 College Reading Skills
- Facilitate acquisition of reading, writing, and critical thinking skills to support the success of adult learners

08/2011-Present: Colleton County School District; Walterboro, SC

Coordinator, Parent Involvement Program

- Assist in the monitoring of Federal and Special Programs: Title I, II, III, VI
- Design, Coordinate, and Facilitate Parent Involvement events districtwide
- Design and implement [distance education for adult learners](#), programs to increase parental support of student academic achievement
- Design promotional materials for Federal Programs: websites, social media, TV/Print media, etc.

06/2011- 07/2011: Whale Branch Middle School; Seabrook, SC

Mathematics Instructor, Summer School

Designed and implemented differentiated mathematics instruction for 4-6 grade students

01/2011-05/2011: Whale Branch Middle School; Seabrook, SC

5TH Grade Mathematics Student Teacher (under Mr. P. Burvenich)

- Provided small group instruction/enrichment
- Received TAP cluster training and technology training
- Completed research project on Positive Behavior Intervention Supports
- MAP/PASS Proctor

09/2010-12/2010: Whale Branch Elementary School; Seabrook, SC

2ND Grade Student Teacher/Intern (under Mrs. A. Mallek)

- Conducted small-group ELA lessons
- Provided modifications for special needs students
- Taught integrated ELA/Social Studies/Science lessons

02/2010-08/2010: US Census Bureau; Beaufort, Orangeburg, Santee, SC

Field Operations Supervisor – 6 Campaigns

- Direct supervisor of 8-11 crew leaders, indirect supervisor of 171 enumerators, during field operations
- Conducted individual and group training sessions in field operation procedures

08/2008-Present: Ebonphire.com –E&E Enterprises; Walterboro, SC

Consultant

- Provide logistical, technical, and bookkeeping support to small businesses
- Build web pages: content, e-commerce, advertising, analytics
- Design and sell: jewelry, baked goods, advertising and image products

08/2009-05/2010: Bethune-Bowman Middle High School; Bowman, SC

Media Center Volunteer

- Website Maintenance and Video Production
- Book Fair Assistant, Clerical Duties

10/2007 – 07/2008: JK Harris & Company, LLC; North Charleston, SC

Payroll Database Administrator

- Update/Administer HR and Payroll Databases/Software: Pylos, CMS, Excel, Unitime, Access
- Reconcile Insurance and Benefit invoices; Calculate, File, and Pay Payroll Taxes (Multi-State/Federal); Audit/Reconcile payroll, w-2, w-9; Create monthly HR and Payroll Reports

7/2005 – 06/2006: Sands Publishing Company; Beaufort, SC

Accounts Receivable

- QuickBooks Account Management, Invoicing, and Monthly Reports
- Collections/Customer Service/Sales Staff Support, Office Supplies, Seasonal Mailings

05/2005-07-2005: Technical College of the Lowcountry; Beaufort, SC

Student Success Center – Tutor: College Level Accounting, Math, and English

08/2004-06/2005: Beaufort County School District, Beaufort, SC

Substitute Teacher

- Resource, English
- MAP Test Proctor

10/2001 – 04/2005: Anderson Air and Refrigeration; Yemassee, SC

Office Manager

- Reception/Customer Service; Job Scheduling/Coordination
- Bookkeeping, including Payables/Receivables/Payroll

PRESENTATIONS:

October 2012 - South Carolina Association of Title I Administrators

Presenter: “Parent Involvement 2.0” Using Web 2.0 tools to increase parental involvement.

February 2013 – Hendersonville Elementary Staff

Presenter: “Using Weebly to develop and maintain a school website”

February 2013 – Hampton 2 Title I Staff

Presenter: “Using Technology to develop your Parental Involvement Program”

March 2013 – South Carolina Association of School Librarians

Presenter: “CIPA and the New Techs” Using TV Broadcasting to teach internet safety.

October 2013 – SC ED TECH

Presenter: “Socially Accessible” – Designing and finding accessible teaching technologies for all students

October 2013 - South Carolina Association of Title I Administrators

Presenter: “Developing Parent Involvement” and “Engaging Parents and Students with Technology”

October 2014 - South Carolina Association of Title I Administrators

Presenter: “Parent 2.1- Parent and Community Collaboration”

ORGANIZATIONS:

Leadership Colleton Alumni Association

Limestone College Alumni Association

Sigma Beta Delta – National Business Honor Society

South Carolina Association of School Librarians

South Carolina International Reading Association

University of South Carolina Alumni Association

SKILLS:

<i>Area:</i>	<i>HARDWARE:</i>	<i>SOFTWARE:</i>
Skill/Product:	Windows-OS Desktops/Laptops Promethean/SMART Board Scanner/Copier ActivExpressions Jeopardy Game System ELMO document Camera/Overhead Digital Cameras/Video Recorder Wii	MSOffice: Word, Excel, Access, PowerPoint, Publisher, Outlook Express/Live Mail, Movie Maker Website Development: HTML, CSS, Weebly, SchoolFusion ActiveInspire Quickbooks Adobe Flash, Acrobat Audio and Video Editing: AVS, TriCaster, Camtasia