

TEACHING EXPERIENCE

November 2003 to February 2007

TOTAL LEARNING CONCEPTS, Professional Math and Science Tutor

Taught math students between fifth grade and college in a tutoring center environment. Conducted intensive six-hour final exam review sessions and composed the associated materials. Developed dozens of quick-reference handouts on own initiative and own time. Subjects included: Pre-Algebra, Algebra I and II, Geometry, Trigonometry, Pre-Calculus, SAT/ACT Math, and Physics.

Spring 2003

HUNTINGTON LEARNING CENTER (Redmond, WA), Temporary Tutor

While vacationing in Redmond, WA, I drilled elementary students using the worksheet curriculum and helped high school students understand their coursework.

Fall 1996 to Winter 1997

PRIVATE CLIENTS, Math Tutor

Provided one-on-one tutoring of algebra and geometry concepts to two high school students, whose grades improved dramatically. Also created study sheets and periodic quizzes. Students were referred to me by the Agnes Scott College Math Department.

Fall 1994 to Spring 1997

FIRST BAPTIST, ATLANTA, J.A.M. Volunteer (a weekly outreach program)

Played with underprivileged children, sang songs, studied the Bible, and prepared a nutritious meal. Periodically developed the topics and materials for the 5- to 8-year-old girls.

Fall 1996 to Spring 1997

AGNES SCOTT COLLEGE, Astronomy Tutor

Provided one-on-one tutoring and created a series of equation worksheets with diagrams and examples. Developed sample tests and follow-up hints, with complete solutions explained at test review sessions (with 30+ students). Designed all these educational materials on own initiative.

Summer 1996

NATIONAL OPTICAL ASTRONOMY OBSERVATORY (Tucson, AZ), Summer Research Assistant

Developed an interactive web tutorial to explain the science behind the World Coordinate System features of IRAF and to train others how to utilize this part of the astronomy image-processing software. [Abstract available](#).

Fall 1995 to Spring 1996

AGNES SCOTT COLLEGE, Astronomy Lab Assistant

Taught weekly astronomy labs, including planetarium session. On own initiative, used *Skyglobe* star map program to develop constellation study sheets. Assisted students with using 8-inch telescopes and explained interesting objects in the 14-inch telescope. Also trained students on the basics of astro-photography, from rolling film to printing pictures.

Spring 1995

AGNES SCOTT COLLEGE, SPARC Research Scholar

Found astronomy resources on the (then new) Internet and explored the ways in which these resources were being utilized for astronomy education and research. Results were used in subsequent astronomy courses. [Abstract available](#).

Fall 1994

AGNES SCOTT COLLEGE, Math Tutor

Provided one-on-one tutoring with Finite Math and Calculus students in a collaborative learning environment. Also tutored for the QBasic programming class.

Fall 1993

AGNES SCOTT COLLEGE, *Microsoft Word* Workshop Instructor

Developed course materials demonstrating the basic features of *Word* and an introduction to computing. Conducted hands-on workshops for faculty, staff, and students.

1989 to 1993

SOFTWARE PRODUCTIVITY COMPANY, Proprietor and Software Instructor

Developed course materials for WordPerfect, Lotus 1-2-3, and MS-DOS workshops. Provided on-site training for individuals and small groups. Clients included the AT&T Resource Center and the Snellville American Legion.

1990 to 1992

AT&T CONSUMER SALES DIVISION, Reports Clerk

Performed clerical duties and took on additional responsibilities, such as training new employees on AT&T internal computer systems. On own initiative, created departmental job aids which improved contract accuracy and turn-around time.

1985 to 1988

PRIVATE CLIENTS, Math Tutor

Tutored high school peers in Algebra, Analysis, and Trigonometry and used the *Princeton Review: Cracking the SAT* workbook to review material for math section of the SAT.