

ROSEMARY E. PYLES

SUMMARY

Clerical prowess and experience in providing impeccable customer service and in communicating effectively in a variety of venues—from retail, to an elementary classroom to the world wide web.

PROFESSIONAL EXPERIENCE

Clerical/Secretarial

September 2005 to July 2006

Christ the King Presbyterian Church, Norman, OK

- Create and maintain several databases—attendance, donations, membership status, etc
- Interact regularly with ruling committee (“session”) and with church members.
- Schedule appointments, file paperwork, process mail and prepare mass mailings.
- Create and publish the weekly bulletin and monthly newsletter.

Teaching

Fall 2002 to Spring 2004

Preschool Teacher - Here I Grow Learning Center, Norman, OK

- I taught three year olds the basic building blocks for future learning. Together we explored the alphabet, the colors and various other tidbits of essential knowledge. I also maintained their safety and parent confidentiality while communicating effectively with parents and administration.

Student Teacher – Madison Elementary School, Norman, OK

- I taught a third grade classroom while incorporating technology into their everyday learning experience. I effectively communicated my lesson plans and successfully assisted my students in mastering new skills.

English Teacher to International Students - Edmond Language Institute, Edmond, OK

- Taught English to students coming in for a three week program (Nova) from Japan. I also substituted in other classrooms where English was being taught to international students at the University of Central Oklahoma.

Substitute Teacher – Norman Public Schools, Norman, OK

Throughout this time period

Student Web Programmer

Fall 2001- Spring 2002

OU Independent Study Department, University of Oklahoma

- Created courses for an on-line high school. Communicated effectively with coworkers and course professors in posting the materials promptly, effectively and in a manner that facilitated learning.
- Negotiated with course instructors on format and delivery of material.

Sales Floor Associate

MJ Designs, Richardson, TX

- I stocked and maintained the “Party Goods/Balloons” department. I also answered phones, periodically filled-in at the Customer Service desk and generally assisted customers as they shopped. Customer Service and the efficiency of my department were very important to me. Originally, I was a cashier until this position became available.

COMPUTER SKILLS

Windows '95, '98, 2000, XP, Macintosh, MS Word, Excel, Outlook, Publisher, Dreamweaver, etc

EDUCATION

Bachelor of Science, Education The University of Oklahoma, GPA 3.88 on a 4.0 scale

May 2002

Graduate Level Studies, 31 hours of Linguistics, Adult Education and

Fall 2002 - Summer 2003

Elementary Education

Dean's Honor Roll

every semester but one

AWARDS, INTERESTS AND ACTIVITIES

National Merit Scholar

OU Scholar

Gamma Beta Phi Honor Society