

ELIZABETH ANN CROWNOVER GREEN BAINUM

PROFESSIONAL SUMMARY

I am a Texas Certified Teacher who started as a substitute teacher. When I began my career it was as a classroom teacher. Later I was assigned according to my teaching strengths which happened to be Math. Science and Social Studies were also assigned to me because of my strength in teaching students how to read and analyze these two subjects. My students' test scores were among the strongest in the school system. I feel this was because of my test taking skills training via the regional service center.

As the ESL student population grew, my interest in learning more Spanish became greater. I took a Spanish class through Frank Phillips College.

In 2003 I was one of the teachers in Hartley ISD who was presented a Promising Practice award from the Texas Education Agency. Awards were also presented to this group at TCASE in Austin, TX and we were recognized at ESC Region 16 in Amarillo, TX. My group of 4 traveled the state going to other Education Service Centers presenting our inclusion practices. We also presented our practices at the annual Inclusion Conference in Austin, TX in 2004.

I retired in August of 2012 from Hartley ISD. After retirement I trained to become a leader for Weight Watchers in Dalhart and Sumas. I worked for them for 3 years before they closed both locations.

EDUCATION

West Texas A & M University- Canyon, TX
May 1970 Bachelor of Science: Elementary Education

- ♦ Minor in English

EXPERIENCE

Frank Phillips College Dalhart Center ♦ 412 Denver Ave., STE 504, Dalhart, TX 79022
First Year Institute Seminar Instructor Jan 2016 – Present

Frank Phillips College Dalhart Center ♦ 412 Denver Ave., STE 504, Dalhart, TX 79022
Office Assistant/Office Manager Mar 2014 – Present

- ♦ Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- ♦ Use computers for various applications for word processing.

- ♦ Create, maintain, and enter information into databases.
- ♦ Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- ♦ Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- ♦ Greet visitors or callers and handle their inquiries or direct them to appropriate persons according to their needs.
- ♦ Make copies of correspondence or other printed material.
- ♦ Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed and recommend revisions.
- ♦ Mail newsletter, promotional material, or other information.
- ♦ Write columns for the local newspaper.

Hartley Independent School District ♦ PO Box 408, Hartley, TX 79044

Instructor Aug 1989 – Aug 2012

- ♦ Curriculum Development
- ♦ Behavior Management
- ♦ Superior Verbal and Written Communication Skills
- ♦ School District Guidelines Comprehensive Analysis
- ♦ Lesson planning
- ♦ Schedule Management
- ♦ Learning Assessments
- ♦ Summer School Coordinator
- ♦ Workplace Spanish
- ♦ Communicated Objectives of the Curriculum to the Students and Parents
- ♦ Prepared Students for Texas Assessment Tests
- ♦ Administered tests with High Security Content

George Warner Seed Company ♦ 120 S. Lawton Ave., Hereford, TX 79045

Sales Representative Mar 1972 – Dec 19

- ♦ Meet and Introduce Products to Farmers and Ranchers
- ♦ Initiated Sales
- ♦ Delivered Product to Clients
- ♦ Managed Customer Relationship with Company

Hartley Independent School District ♦ PO Box 408, Hartley, TX 79044

Substitute Teacher Sep 1971 – Aug 1989

- ♦ Fill in for Teachers
- ♦ Long Term Teaching for Teachers

Paramount Seed Company ♦ 7682 County Rd. Z, Quinter, KS 67752

Sales Representative Aug 1973 – Dec 1985

- ♦ Meet New Clients and Introduce Products

- ♦ Promote Sales
- ♦ Introduce Paramount Seed Co. owner to area Farmers
- ♦ Conduct Farmer Meetings
- ♦ Attend Farm Shows in My Area

Northrup King Seed Company/Syngenta ♦ Global, US
Sales Representative May 1970

- ♦ Research Areas and Locate Potential Clients
- ♦ Introduce Products to Potential Clients
- ♦ Bring in Clients

SKILLS

- ♦ Calm Under Pressure
- ♦ Composed
- ♦ Excellent Interpersonal Skills
- ♦ Active Listening
- ♦ Customer and Personal Service
- ♦ Reading Comprehension
- ♦ Speaking
- ♦ Coordination
- ♦ Social Perceptiveness
- ♦ Mathematics
- ♦ Active Learning
- ♦ Learning Strategies
- ♦ Science