

Elizabeth M. McCauley

EDUCATION	Texas Tech University, Lubbock, TX Bachelor of Science: Exercise and Sports Sciences Minor: Health Graduation Date: May 2006	
EXPERIENCE	Frank Phillips College Coordinator/Office Manager for the Office of Educational Services <ul style="list-style-type: none">Managed day to day operations of officeAssist RegistrarAssist Executive Vice President of Academic Affairs	September 2017 - Present
	Frank Phillips College Office of Educational Services Assistant <ul style="list-style-type: none">Maintained Student Records	September 2011 – September 2017
	Frank Phillips College Tech Prep Coordinator <ul style="list-style-type: none">Managed Tech Prep Grant	September 2008 – September 2011
	Hope Lutheran Church and School, Lubbock, TX Preschool Teacher <ul style="list-style-type: none">Worked with children ages 2-4 years oldDeveloped lesson plans using the Core Knowledge CurriculumAttend weekly teacher meetings to discuss improvements of each classroom	August 2007 – May 2008
	Hope Lutheran Church and School, Lubbock, TX Wee Wobbler Lead Teacher <ul style="list-style-type: none">Worked with children ages 16-20 monthsTook charge in of classroom management and development of lesson plans	August 2006 – August 2007
	Frenship High School, Wolfforth, TX Student Teacher – P.E. & Health <ul style="list-style-type: none">Collaborated with teacher in a self-contained classroom settingAssisted in classroom management, developed lesson plans and evaluated student progress	Spring 2006
	Crestview Elementary School, Lubbock, TX Student Teacher – P.E. <ul style="list-style-type: none">Collaborated with teacher in a self-contained classroom setting.Assisted in classroom management, developed lesson plans and evaluated student progress.	Spring 2006
RELATED EXPERIENCE	Frenship High School, Wolfforth, TX Observation/Field Experience <ul style="list-style-type: none">20 observation Hours	Fall 2005
	Hope Lutheran Church and School, Lubbock, TX Teacher's Aide <ul style="list-style-type: none">Teacher's Aide for children ages 3 -5 years	December 2002 – August 2006
	Texas Tumbling, Killeen, TX Coach <ul style="list-style-type: none">Gymnastics coach for children of all ages	Summer 2001 and 2002
	Lubbock Youth Soccer Association, Lubbock, TX Assistant Soccer Coach	Fall 2007
COMPUTER SKILLS	Microsoft Word, Power Point, Excel, Publisher; Internet proficient	
REFERENCES	Available Upon Request	