

# CAREER OBJECTIVE

- To obtain employment in the field of education
  - Business Education Certification 7-12
  - Marketing Education Certification 9-12

### Introduction

- About Me
  - Moberly Area Technical Center
    - 2006-Current
    - Vocational High School Business Courses
      - Business Technology, Computer Software Applications and Personal Finance
    - Vocational Marketing Courses
      - Marketing, Advanced Marketing, Advanced Marketing II, and Work Cooperative Education
  - Sturgeon High School
    - 1996-2006
      - Middle School Keyboarding
      - High School Business Courses
        - Accounting, Accounting II, Computer Software Applications, Desktop Publishing, Web Design, Multimedia, Personal Finance, Independent Living, Business Technology, and Document Processing Concepts





# Introduction Continued

Macon R-I School District



- 1993-1996
  - Elementary Computers (grades 3-5)
  - Middle School Computers (grades 6-8)
  - Vocational/High School Computer Software Applications (grades 10-12)
  - Vocational Adult Education Computer Software Applications

#### **EDUCATION**

- William Woods University
  - Master of Business Administration 2008
- Columbia College
  - Bachelor of Arts Education 1993
- Moberly Area Community College
  - Associate of Applied Science Business & Office with Legal Emphasis 1990
- Other Educational Institutions with Completed Coursework
  - University of Missouri Columbia
  - Northwest Missouri State University
  - Lincoln University

## PROFESSIONAL ORGANIZATIONS

- Missouri State Teachers Organization
- Missouri Business Education Association
- Missouri Career Education Association
- Altrusa International of Moberly
- Business & Marketing Advisory Committee— Moberly Area Technical School
- Business Education Advisory Committee— Sturgeon High School
- Sun and Fun Recreational Pool Grounds Committee

# HONORS & AWARDS

- Marketing Enhancement Grant 2010
- Business Enhancement Grant 1997-2006
- Moberly Public School Foundation Mini Grant 2007

# DECA—AN ASSOCIATION OF MARKETING STUDENTS

• Sponsor 2007-Present

# FUTURE BUSINESS LEADERS OF AMERICA

• Sponsor 1993-2006

#### RESUME

SONDA STUART sstuart@moberly.k12.mo.us

1006 Bradford Circle Moberly, Missouri 65270 660.263.8401 573.819.2274

WORKHISTORY

Moberly Area Technical Center, Business/Marketing

1997-2006

Sturgeon R-V School District, Business

2004

Moberly Area Community College, Adjunct Evening

Instructor 1994-1997

Macon R-I School District and Macon Area Technical

Center, Business and Adult Evening Course

Instructor

EDUCATION

Master of Business Administration.

Emphasis—Human Resources

William Woods University, Columbia, Missouri

1994 Bachelor of Arts in Education,

Emphasis-Vocational Business Columbia College, Columbia, Missouri

1990 Associate of Applied Science Degree, Emphasis-Legal Business/Office

Moberly Area Community College, Moberly, Missouri

Business Education Except Shorthand, grades 7-12 Vocational Career CPC Certificate CERTIFICATION

PROFESSIONAL ORGANIZATIONS

Missouri Business Education Association, Missouri Career and Cooperative Education Association, National Business Education Association, Missouri State Teachers Association, Association for Career and Technical Education, Professional Level Future Business Leaders of America, Ladies of Harley Owners Group, and Community

Teachers Association

#### PROVENABILITIES <u>Initiative</u>

- Organize and plan daily lesson plans for students
- Schedule and organize effective activities linked to course competencies
- Identify learner strengths and weaknesses
- Initiate new curriculum and update current curriculum
- Correlate learner master with course competencies
- Schedule and organize job shadowing and internship experience

#### Presentation

- Instruct in large and small classroom settings
- Skilled teaching one-on-one · Connect to students through various learning styles and

- proficient classroom management techniques
- Experienced user of technology for presentations: Microsoft PowerPoint, Microsoft Windows XP Movie Maker, and Adobe Premiere and Photoshop Elements

#### Communication

- Coordinate with other curriculum areas to ensure scope and sequence of training
- Provide technical expertise for resolution of student and staff
- Consult daily with administration. faculty, staff and students to facilitate the resolution of issues
- Provide mentorship for new educators on high school faculty

REFERENCES

Available Upon Request

## CAREER SUMMARY

- I have always been interested in the field of education. It is very rewarding to work with students of all ages it is amazing to see their ideas and creativity.
- I enjoy going to my job each and every day
- There is never a dull moment in my daily routine—there is always something new and exciting to deal with

# PERSONAL ACCOMPLISHMENTS

• Overall performance

# FUTURE PLANS/GOALS

- Explain goals
- How you plan to meet those goals
- Explain assistance from others to meet these goals