

Angela DeMine

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Objective

Teaching business, computer and secretarial/office skills in a higher educational setting.

Education

1987-1992 West Texas A & M University, BBA—Accounting
1988-1989 Clarendon College, Clarendon, TX
1996-1999 West Texas A & M University, Secondary Education—Math

Positions Held

2008- current
Program Coordinator/Instructor
Clarendon College—Pampa Center

Teaching office skills including: Microsoft Office 2007 (Excel, Power Point, Word, Access, Publisher), filing, document formatting, resume', job search assistance and professional development.

2005-2008
Youth Specialist
Workforce Solutions—Pampa, TX

Working with youth to establish work experience and goals. Assisted students work on resume's, job applications, interviews, financial aid, college applications, counseling, job search and education. Worked with students age 14 +.

2003-2004
Youth Counselor
Youth Center—Anaheim Hills, Ca

Working with abused youth in home setting. Counseled young boys in the daily living experiences.

2000-2003
Math Teacher
Richard Milburn Academy—Amarillo, TX

Teaching high school students math and other elective classes in a charter school. In addition, was the senior sponsor and made all graduation arrangements. Also was the pregnancy support teacher, gathering all assignments and giving individual tutoring to students in their home while on pregnancy leave.

