

Cynthia Ewing

I have 25 years of stable employment in the educational field with emphasis in classroom instruction and student centeredness. My experience includes being involved in not only the classroom, but also in many committees that help make decisions to improve the quality of education for the students at Clarendon College.

I am known for going above and beyond to get the goals accomplished that have been set for the college and for the students inside and outside the classroom. I am capable of working independently or as part of a team effort.

Summary of Qualifications:

- ▣ Strong communications and interpersonal skills.
- ▣ Computer knowledge. Experience with Windows, Microsoft Office, Pagemaker, etc.
- ▣ Proven dependable and loyal with 25 years of stable work history.
- ▣ Ability to easily grasp new concepts and quickly benefit from training sessions.
- ▣ Excellent planning, organizational, implementation and supervisory ability.
- ▣ Personality and work habits characterized by perseverance, self-confidence, strong people skills, and desire to do the best job possible.

Work Experience

Clarendon College, Clarendon, TX

August 1989-Present

Instruction in the areas of accounting, computers, business and speech, sponsored several student organizations, assist with computer tabulation at invitational judging contests at Childress, WTAMU and Clarendon College.

James R. Moore, Attorney at Law, Hollis, OK Harmon County Abstract

March 2003-Present

Summer part-time secretarial duties with consist of accounts payable, payroll, and abstracting. Also responsible for ordering supplies needed for office. Currently hold an Oklahoma Abstracting License and Oklahoma Real Estate License.

McLean ISD, McLean, TX

August 1987-May 1989

Taught business classes and sponsored the school yearbook.

Fletcher ISD, Fletcher, OK

August 1985-May 1987

Taught business classes and sponsored the school yearbook.

Education:

West Texas A & M University **August 2000-May 2005**
Accounting and Speech Graduate hours

Southwestern Oklahoma State University **January 1984-July 1984**
Masters in Education
Emphasis in Business and Computer Science

Southwestern Oklahoma State University **August 1980-December 1983**
Bachelor of Science in Business Education

Hollis High School, Hollis, OK **May 1980**

Community Activities:

- Co-chair—Black Eye Pea Festival
- Miss Harmon County Scholarship Pageant—Program Designer
- Hollis High School Alumni Association—Registration Volunteer
- Cotton Pickin' Run and Fun Run, Hollis, OK—Coordinator of Events
- 4-H Volunteer and Honorary Member
- Hollis High School—Take pictures for the yearbook sponsor.
- Volunteer for the 2009 Cotton Festival at Hollis, Oklahoma