

Rita Evans

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EDUCATION

Bachelor of Business Administration, 1970

Texas Tech University

Lubbock, Texas

Diploma, Childress High School, 1966

Childress, Texas

EXPERIENCE

- **Business Education Teacher, 27 years**

Childress High School

Business Computer Applications I and II, Accounting, Diversified Career Preparation, Desktop Publishing

- **Part-Time College Instructor, 20 years**

Clarendon College, COSC Courses

- **Curriculum Writer and Instructor for City of Childress TIF Grant**

Created Entry-Level Units of Instruction for the following:

Basic Computer Information

Basic Scanner Use

Basics in Office XP

Internet E-Mail

Microsoft Word

Sony Digital Camera

Microsoft Excel

Microsoft Publisher

Microsoft PowerPoint

These courses were free to the adult community of Childress. I taught them as evening courses, three hours per unit.

- **Computer Accountant, 8 years**

Benny F. Skaggs, Certified Public Accountant

Texarkana, Texas

PROFESSIONAL DEVELOPMENT

Maintained Knowledge and Skills of Current Application Software Versions of Microsoft Windows, Microsoft Office, and Adobe Bundled Software, 1984-2010

Attended and Received Training at the Annual Texas Education Agency Business and Marketing Professional Development Conference, 1988-2009

PROFESSIONAL MEMBERSHIPS

TBTEA (Texas Business Educator Association/Texas Business and Technology Educator Association), 18 Years