

CURRICULUM VITA

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PROFESSIONAL PROFILE

Writer, editor, teacher, trainer and information technology specialist with experience as an ordained bi-vocational minister and Christian counselor.

MINISTER & CHRISTIAN COUNSELOR – with more than 6 years of experience:

- Preaching and teaching sound Bible doctrine.
 - Providing pastoral care – communion, baptisms, weddings, funerals, visitation and Christian counseling.
 - Conducting individual and small group counseling in the areas of grief, anxiety, depression, guilt and anger.
 - Speaking and writing about adoption, about Christian parenting principles, about grief and recovery, and about parenting hurt children.
 - Advocating for and counseling families of children with special needs.
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Preaching & Teaching Experience

Pastor – Friends of HIS Community Church – 2006 to Present

- Develop and preach sermons, administer communion, and conduct baptisms, weddings, funerals and visitation
- Maintain FriendsofHIS.org web site with audio files of Bible studies and sermons – www.friendsofhis.org

Bible Study leader – The Terraces, an American Baptist Homes community – Phoenix, AZ – 2005 to 2007

- Conducted a midweek Bible study in the memory unit, Valencia Grove
- Preached 11:00 a.m. Sunday building service for The Terraces continual care community memory unit
- Preached 1:30 p.m. and 4:00 p.m. services at The Terraces campus in absence of their chaplain

Pulpit Supply Pastor – 2002 to 2007

- Arizona – Central Baptist Association, Westown First Southern Baptist Church, The Terraces – Phoenix
- Mississippi – Jackson County Baptist Association – Pascagoula ~ Gulf Coast Baptist Association – Gulfport ~ McClellan Road Baptist Church – Biloxi
- Arkansas – Harmony Baptist Association – Pine Bluff ~ Shepherd Hill Baptist Church – Pine Bluff ~ Victory Baptist Church – Dumas – 4 months in supply of interim pastor on active military duty ~ Inmate Family Ministry – Tucker Maximum Security Prison – Tucker – rotation preacher and family counselor

Sunday School Teacher – 2002 to 2006

- Westown First Southern Baptist Church – Phoenix – Senior adult coed class, 60+
- McClellan Road Baptist Church – Biloxi – Rotation adult class teacher
- Shepherd Hill Baptist Church – Pine Bluff – My wife and I taught Young at Heart, a 55+ coed class

Christian Counseling Experience

Pastoral counselor – 2002 to Present

- **Crisis counseling** – Address situations involving extreme emotional distress using biblical principles and guidelines.
- **Individual counseling** – Address everyday life issues with biblical principles while actively counseling individuals.
- **Group counseling** – Address grief and recovery, end-of-life, and other emotional issues with supportive peers.
- **Premarital counseling** – Provide confidential, sound biblical counsel teaching couples about marriage.
- **Marital counseling** – Identify and help resolve emotional and spiritual issues married couples face in their lives.

Outreach facilitator – Loving Homes ministry – 2001 to Present

- Counsel Christian single parents and families interested in building families through adoption
- Conduct initial assessments and facilitate referrals to appropriate state and private adoption agencies
- Assist families in collecting and organizing information for parent preparation
- Authored a 103-page e-book on adoption, child selection issues and Christian parenting available free of charge from the Friends of HIS Community Church web site – www.friendsofhis.org/pdfs/adoptionebook.pdf
- Developed a child inquiry checklist tool to assist prospective foster and adoptive parents in child selection available free of charge from the church web site – www.friendsofhis.org/pdfs/childchecklist.pdf

NEWS REPORTER, WRITER, PHOTOGRAPHER & EDITOR

Expertise covering crime, police and courts, politics and government, education, sports and features with background:

- Spanning more than 10 years as an award-winning reporter and editor commended for an ability to produce highly readable copy.
 - Writing hard news, investigative series, and features for daily newspapers, weekly newspapers and specialty magazines.
 - Interviewing and researching story details from public and government officials, celebrities, authors, corporate officers and other noteworthy individuals.
 - Working with all levels of newspaper and magazine staff including editors-in-chief, photographers, illustrators, paginators, and other reporters to coordinate and complete writing assignments.
 - Writing to AP and psychological/medical style guidelines.
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JOURNALISM EXPERIENCE

- **Staff Writer** 2007-2008 *Malvern Daily Record*
Malvern, AR
- **Managing editor** 1987 *Construction News*
Little Rock, AR
- **Staff writer** 1984-1986 *The Camden News*
Camden, AR
- **Photographer** 1984
- **Staff writer** 1974-1975
- **Courier** 1972
- **Managing editor** 1976 *Pine Bluff News*
Pine Bluff, AR
- **Staff writer** 1975-1976 *Courier-Democrat*
Russellville, AR

TECHNICAL WRITING / CURRICULUM DESIGN

- Written more than 22 training manuals
 - ⇒ UA Medical Sciences / UAMS-ACH – 1991-1998
 - ⇒ UALR Criminal Justice Institute – 1994-1995
 - ⇒ Education America – 2003
 - ⇒ Excellence Alliance University – 2001
- High-Tech Institute – 2005-2007 – Developed and maintained online computerized review quizzes for 6 general education courses
- Developed multimedia and presented 2 business seminars on web site development and design for CompuMaster Seminars in 2000-2001
 - ⇒ *Launching a Successful Web Site*
 - ⇒ *Design Principles of a World Class Web Site*
- Written more than 25 articles on older child adoption

WRITING AWARDS

- FIRST PLACE – Beat Reporting (education) – 1985 – Arkansas Press Association
 - FIRST PLACE – Special Projects Reporting – 1985 – Arkansas Press Association
 - FIRST PLACE – Special Projects Reporting – 1985 – Associated Press Better Newspapers Contest
 - FIRST PLACE – Special Projects Reporting – 1986 – Associated Press Better Newspapers Contest
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INSTRUCTOR/TRAINER/SPEAKER – with more than 16 years of experience...

- Delivering stand-up instruction to groups of up to 300 adult learners
 - Integrating cutting-edge instructional techniques to link learning with fun
 - Authoring more than 15 information technology training manuals
 - Creating Web-based testing & learner satisfaction survey tools
 - Planning & implementing lessons meeting corporate expectations & learner needs
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Lesson Planning & Classroom Management Expertise

Daily Lesson Planning / Core Curriculum Development

Classroom Technology & Multimedia Integration

Student Assessment & Performance Evaluation

Behavior Modification for Learning Improvement

Individualized Student Learning Plans & Goal Development

Creation of Progressive & Self-Paced Learning Modules

In-service Trainer & Continuing Education Team Leader

Creation of Web-based Assessment & Survey Tools

- **Innovative Classroom Management** – Offer proven ability to successfully deliver objectives-based training. Design and implement core curriculum, lesson plans, and programs consistent with the overall philosophy and standards of my employer/contractor. Provide appropriate teaching strategies and curriculum to ensure the success of all students. Meet and instruct assigned classes in the locations and times designated. Translate lesson plans into learning experiences to best utilize the available time for instruction.
- **Drive Student Achievement Through Assessments, Monitoring, Testing, & Individualized Coaching** – Conduct student learning assessments to assess learning or developmental issues, create individual learning plans, monitor performance, and provide motivational mentoring to assist students in achieving their educational goals. Maintain an ongoing record of each student's skill level to facilitate assignment of coursework that is challenging yet achievable. Developed and used daily web-based, self-grading review quizzes providing immediate feedback to students.
- **Maximize Technology & Multi-Media Instruction** – Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of location provided and the needs and capabilities of the individuals or student groups involved. Utilize web-based testing to assess student performance and have created SQL-based learner satisfaction surveys. Utilize multi-media instruction to boost student skills when appropriate.
- **Create Motivating Learning Environments that Capture the Imagination** – Strive to create an aesthetically pleasing and relaxing presentation environment through the use of motivational wall banners, subject-matter theme art, and appropriate pre-start and break music. Strive to insure a comfortable room environment through the control of heating, cooling, ventilation, and lighting.
- **Maintain an Organized Classroom with Excellent Record Keeping & Reporting Skills**
- **Presenter of Faculty In-Service Training / Mentor to New Teachers**

Classroom Teaching Experience

Instructor – General Education – High Tech Institute – Phoenix AZ 2005-2007

- Psychology, sociology, business communication, critical thinking, professional development, risk management

Instructor – Office Technology & General Education – Southeast College of Technology – Little Rock, AR 2001-2003

- IIS, MOUS, MCSE courses ~ Psychology and English composition

Instructor & Department Head – Office Technology – Southern Technical College – Little Rock, AR 1991

- Business applications training and academic counseling

Instructor, Academic Dean & Registrar – Draughon Business College – Little Rock, AR 1988-1990

- Initially hired part-time as night school word processing instructor while at Stenograph

Instructor – Computer Transcription – Stenograph Institute – Little Rock, AR 1987-1988

- Supervised court reporting interns and worked nights at Draughon while employed days at Stenograph

Instructor – Word Processing – Pulaski County Special School District – Little Rock, AR 1987

- Taught night adult vocational education classes in WordStar

Training Experience

Trainer – Exam review for Certified Technical Trainer Plus (CTT+) Exam – Education America – Little Rock, AR 2003

- Developed curriculum, wrote materials and delivered 5-hour test prep seminars to college instructors

Trainer – Information Technology – CompuMaster Seminars / Graceland College – Mission, KS 2000-2001

- Spoke before more than 15,000 who attended company's Conference on Web Site Development and Design
- Presented 2 sections of 3-section seminar: Launching a Successful Web Site and Design Principles of a World-Class Web Site

Trainer – Information Technology – University of Arkansas Medical Sciences – Little Rock, AR 1991-1994 ~ 1996-1998

- Developed curriculum and trained faculty, staff and students in business and statistical computer applications including Lotus 1-2-3, Excel, SAS, SPSS, Microsoft Word, and Microsoft Access

Certified Law Enforcement Trainer – Information Technology – UA Little Rock – Little Rock, AR 1994-1995

- Developed curriculum, wrote materials and delivered training in Computer Fundamentals for Law Enforcement Managers for Arkansas Police Management Institute of the UALR Criminal Justice Institute
- Developed curriculum, wrote materials and delivered training in Computer Assisted Crime for CJI Center for Rural Law Enforcement
- Delivered training to sworn law enforcement personnel and prosecutors in Graphic Analysis of Investigative Data, adapting materials originally developed by the multi-state Regional Organized Crime Information Center

NETWORKING & TECHNICAL SUPPORT – more than 7 years of hands-on experience...

- Supporting on-site users & remote users via telephone, chat, & e-mail contact
 - Troubleshooting & resolving LAN/WAN/telephony issues
 - Configuring, diagnosing & repairing x86 architecture servers & workstations
 - Installing & supporting Microsoft Windows, UNIX, & LINUX servers & workstations
 - Providing small group, large group, & one-on-one training to end users
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Network Administration – Assigned trustee rights, created users and login scripts, installed operating systems, workstations and print servers, and administered security rights. Installed Novell and Microsoft Windows NT servers, network cards, and cabling. Monitored site and remote servers, data circuits, and routing hardware. Maintained hardware, software and assigned equipment inventories. Setup VPN access. Familiar with Linksys and Cisco networking hardware, firewalls, Ethernet bridges, and token ring networks.

Telephony Administration – Assigned voice terminal numbers, setup voice mail accounts, and trained on-site users in telephone and voice mail system use. Supported 20 coaches, 15 management staff, and 6 IT tech support staff with wireless communication and paging in a manufacturing environment. Maintained approximately 200 voice terminals and wiring in a 1.2 million square foot plant.

System Troubleshooting and Upgrading – Consulted with physicians, researchers, department managers, and end users to troubleshoot systems in a 7,600-node teaching hospital network with 10 remote area health education centers. Provided second and third tier support solving difficult user problems such as operating system and software errors. Migrated more than 60 department servers from Novell 3.11 to Windows NT/2000 and retrained network administrators. Installed hard drives, floppy drives, monitor cards, and CD-ROM/DVD hardware.

Creation and Supervision of Help Desk – Created and supervised a help desk which centralized work requests on-site and provided a single point of contact for remote users with support issues. Trained staff of five in total quality management (TQM) customer service techniques.

User Training in Computer Applications – Taught operating systems and Microsoft applications to more than 350 in-house staff and health care students. Designed web-based computerized pre-test, post-test, and customer satisfaction surveys to assess needs and validate objectives-based training.

Certification – i-NET+ (CompTIA, 2000) – Certifies technical knowledge of Internet, Intranet and Extranet technologies, including Internet basics, Internet clients, HTML web development, networking, security, and business concepts.

Specialized Training – Lucent/AVAYA telephone basic switch administration (BTC158H), automatic route selection administration (BTC123H), and Intuity Audix multimedia messaging (BTC123H).

Information Technology Experience

Senior Systems Administrator – Varco Pruden Buildings, Inc. – Pine Bluff, AR 2000 - 2001

- Managed computer networks, managed telephone and video conferencing infrastructure and provided business and computer aided design software support as required in company's manufacturing and office environment
- Supervised 1

IT Information Services Specialist III (Sr.) – Lennox Industries, Inc. – Stuttgart, AR 1998-2000

- Managed computer networks, managed telephone and video conferencing infrastructure and provided business and computer aided design software support as required in company's manufacturing and office environment
- Supervised 5

Network Administrator – Jefferson Regional Medical Center – Pine Bluff, AR 1998

- Managed teaching hospital server farm, installed and configured 250-node network, trained end-users, maintained connectivity from the x86 architecture network to AS400-hosted billing and patient medical records systems
- Supervised 1

Senior Information Center Specialist – University of Arkansas System – UAMS – Little Rock, AR 1996-1998

- Provided academic computing support and training to UA Medical Sciences faculty, staff and students on the campus of Arkansas Children's Hospital
- Hands-on migration of more than 60 department LAN servers from Novell to Windows
- Retrained department LAN administrators

Help Desk Manager | Network / Telecom Analyst – Fairfield Communities, Inc. – Little Rock, AR 1996

- Installed 19-state, 25-city WAN, upgraded servers and retrained local LAN administrators
- Traveled to company timeshare resorts on regular basis providing preventive maintenance and repair to servers and workstations and providing training classes on proprietary and off-the-shelf business applications as needed
- Created and managed company help desk, providing single point of contact to initiate troubleshooting network, telephony, hardware and software issues

Network Manager 1995-1996 | Computer Specialist 1994-1995 | Academic Computing Consultant 1991-1994

University of Arkansas System – UAMS and University of Arkansas Little Rock Criminal Justice Institute – Little Rock, AR

- **Network Manager** – Was transferred to UAMS Medical Library as network manager to design, install and oversee operation of its first Internet web server. Upgraded LAN servers and workstation hardware and software, including library management software upgrades. Developed materials and taught a training course to UAMS faculty, staff and students: The Internet as a Research Tool.
- **Computer Specialist** – Was transferred to UALR Criminal Justice Institute to design and install network infrastructure and business and statistical applications for the startup of the CJI Center for Rural Law Enforcement. Managed a \$275,000 startup grant from the Federal Bureau of Investigation covering computer and peripheral hardware and software. Designed law enforcement computer and technology training classroom at facility. Conducted training seminars for police agencies as requested and provided consulting on computer and information technology crime to rural law enforcement agencies in state. Was certified as a law enforcement trainer in the field of information technology by the Arkansas Commission on Law Enforcement Standards and Training.
- **Academic Computing Consultant** – Consulted with UAMS academic staff about information technology systems and business, statistical and scientific applications. Developed materials and taught training courses in business and statistical applications and in local area network administration and standards. Assisted academic professionals and graduate students in the preparation of scholarly documents. Managed two academic computing labs for faculty and student use, providing hands-on consultation Monday through Wednesday evenings and Saturday and Sunday days. Provided system administration for computing workstations running Windows, Macintosh, VMS and UNIX operating systems. Provided network administration for computers running Novell, Windows and VMS Alpha operating systems. Part of a four-person team that installed the first production x86 architecture Novell network on the UAMS campus serving the academic computing labs.

EDUCATION & TRAINING

Christian Bible College and Seminary – Independence, MO – 2002

Master's of Ministry in Christian Counseling – MMinCC

60 credit program included course work in:

- Psychology of Counseling
- Understanding Psychological Problems
- Theory of Temperament and Personality
- Personality Profile Testing Techniques
- Family Counseling
- Pastoral Counseling
- Crisis Counseling
- Counseling and Christian Involvement

United Christian Faith Ministries Bible Institute

United Christian Faith Ministries – Kokomo, IN – Ordained 5 March 2002

Filed for record: Book E Page 454 of the Records of Jefferson County, AR – 12 June 2002

Verify ordination: <http://www.ucfm.org/verify.php> UCFM ID #596019

Southern Arkansas University – Magnolia, AR – 1981-1982

Teacher certification courses

Hendrix College – Conway, AR – 1975

Bachelor of Arts Degree

SKILLS & ABILITIES

- Strong interpersonal communication skills
- An encourager and team-builder
- A people person who enjoys entering into, building, and maintaining relationships with people
- Demonstrated ability to work effectively with a wide range of people and age groups
- Possess conceptual skills and can develop an idea into an active, effective ministry, program or presentation