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# Curriculum Vitae

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*Carolyn Poe*

# Curriculum Vitae

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## **Carolyn Poe**

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3200 College Park Dr.  
Conroe, Texas 77384

**Mobile:** 936-273-7481

**Email:** carolyn.poe@lonestar.edu

**Website:** [www.carolynpoe.com](http://www.carolynpoe.com)  
[www.lonestar.edu/blogs/cpoe](http://www.lonestar.edu/blogs/cpoe)

## **Computer Skills**

Access  
Excel  
PowerPoint  
Word  
Cisco Routing  
Networking  
Cabling

InDesign  
Photoshop  
Illustrator  
Colleague  
Visio  
OneNote

## **Education**

**M. Ed Industrial Technology 1994**  
Sam Houston State University

**B.B.A. – Accounting 1982**  
Sam Houston State University

## **Personal Website**

[www.carolynpoe.com](http://www.carolynpoe.com)  
[www.lonestar.edu/blogs/cpoe](http://www.lonestar.edu/blogs/cpoe)

## **Current Employment**

**Department Chair/Professor** Lone Star College - Montgomery

Sept. 1998 - Current.

*For the past 7 years I hired, mentored and supervised 39 adjuncts in 9 departments. Scheduled all classes for the departments, met with book reps, purchased books and taught at least one course per semester. Worked on committees as assigned and needed. Served as Campus Angel mentor.*

### **Employer Contact**

**Becky Gustamante, Dean**

Email: bgustamante@lonestar.edu

Phone: 936-273-7321

## Work History

**Instructor** Windham School District – Huntsville Unit  
July 1988 – Sept 1998  
Taught inmates computer applications courses.

**Administrative Assistant.** Fischbach & Moore (Moore, Inc.)  
Jan 1963 – July 1982  
Worked as an administrative assistant at various locations including Dallas, Texas, Honolulu, Hawaii, Houston, Texas, Minneapolis, MN, and Tulsa, Ok. The company bid and was the project manager on multimillion dollar construction projects that included power plants, copper plants, automotive plant and sewer plants.

### Entrepreneur

1963 – 1967 Owned and operated a beauty shop/boutique, Houston, TX. –  
Texas Cosmetology License # 123077  
1969 – 1971 Owned Fun Land Depot Day Care Center, Houston, TX.  
1968 – Present Texas Real Estate Broker, License # 0268534  
1982 – 1999 Bee Enterprise – Computer Consulting

### Certifications:

CompTIA A+ State of Texas Secondary Basic Business  
Microsoft MCP State of Texas Vocational Data Processing  
MOS CCNA (non-renewed)  
Texas Real Estate Broker Texas Cosmetologist

## Recent Professional Development

Oct. 22, 2010 Catalyst: Mini Conference – LSC-UP  
Sept. 1, 2010 Advanced Technical Credit (ATC) Training – Houston, TX.  
June 23, 2010 EOC (End of Course) Development – TEKS, Austin, TX.  
June 17, 2010 Advanced Technical Credit (ATC) Training – Houston, TX.  
June 2, 2009 Angel Boot Camp Comprehensive – LSC-Montgomery  
April 9, 2010 Curriculum & Instruction: Credit & CE Partnership  
Opportunities & Challenges – LSC-System  
March 10-14, 2010 Course Technology Annual Conference, Las Vegas, NV.  
Nov. 13, 2009 Hiring Selection Committee Training – LSC-Montgomery

Nov. 12, 2009	E-Learning Symposium: Annual Conference – Ft. Worth, Tx.
June 2, 2009	Angel Boot Camp Comprehensive – LSC-Montgomery
May 22, 2009	Quality Matters (QM): Applying the QM Rubric – LSC-Tomball
April 6, 2009	RedDot: Author Training – LSC-System
March 9-12, 2009	Course Technology Annual Conference – Nashville, TN.
Feb. 11-14, 2009	Prentice Hall Technology Conference, Phoenix, AZ

## References

Becky Gustamante	Dean, Lone Star College – Montgomery
Address	3200 College Park Dr., Conroe, Texas 77834
Phone	936-273-7321
William Durham	Associate Vice Chancellor, Lone Star College – University Park
Address	20515 SH 249, Houston, Texas 77070
Phone:	281 -290-2630
Dr. Lindy McDaniel	Retired – Lone Star College – Montgomery
Address:	P.O Box 412, Saguache, Colorado 81149
Home Phone:	719-221-4502