Curriculum Vitae

## *Carolyn Poe*

Curriculum Vitae

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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-Mongtomery

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