

Experienced professional seeking a full-time entry-level employment opportunity with a progressive company providing opportunities for advancement. My proven track record of achievement in business, education, sales and writing professions is supported by my strong interpersonal skills and communication talents. I easily earn trust and quickly build rapport with clients and co-workers situating me as an ideal employment candidate.

## EXPERTISE AND STRENGTHS

- ✓ Strong interpersonal communication skills
- ✓ Consummate public speaking aptitude & experience
- ✓ Time-tested results-oriented self-starter
- ✓ Exceptional conflict resolution / de-escalation talents
- ✓ Skillful when dealing with difficult personalities
- ✓ Willingness to implement feedback for improvement
- ✓ Proven Business-Etiquette communication acumen
- ✓ Expertise with Mac, PC, and Microsoft Word and Excel

## PROFESSIONAL EXPERIENCE

### **Persuasive Writing Services**

**2015 – Present**

#### **Lead Author / Principal**

Surpass customer expectations as the lead author and principal of my own professional writing business which I founded in 2015 specializing in persuasive writing across various disciplines. I execute freelance writing contracts with various clients to strengthen their narrative needs in a wide array of genres & venues.

*Learn more about me and my company by visiting:* <https://www.persuasivewritingservices.com/>

### **Public School Teacher / Adjunct Professor**

**1993 – 2015**

#### **Business Education Teacher**

Excelled as a tenured business teacher in Pennsylvania Public Schools as well as an instructor in Pittsburgh area post-secondary institutions. Demonstrated a progressively responsible career leading to peer selection as department chair. Achieved statewide licensure as both a principal as well as a school superintendent. I Retired from full-time teaching with the Pine-Richland School District at the end of the 2014-15 school year concluding a 22-year teaching career to establish my own writing business, *Persuasive Writing Services*.

### **Sto-Rox School District**

**1993 – 2013**

#### **Elected School Director**

Faithfully re-elected by resident voters to five (5) consecutive 4-year terms as an Elected School Director in Allegheny County, Pennsylvania. Responsibilities included fiscal stewardship of a 24-Million Dollar budget as well as legislative authority of over 1,400 students and 250 employees. Peer selected to govern and lead the entire board as Board Secretary, Vice-President, and Board President. In 2008 I earned the distinction of Master School Board Member Accreditation from the Pennsylvania School Boards Association (PSBA).

*Learn more about this distinct honor at:* <https://www.psba.org/about/awards-and-recognition/#asdl>

### **AMCOM Office Systems**

**1990 - 1993**

#### **Sales Representative**

Reliably sold well above target quotas by consistently acquiring and closing on new clients as a sales rep of office equipment for the Mita platform of products. Received commendations for customer needs assessments and product placement. Left sales work to launch a full-time tenure-track teaching career.

## EDUCATION

### **Duquesne University (2006)**

#### **Doctor of Education (Ed.D.)**

Doctoral Degree in Administrative Leadership

*View Published Dissertation at:* <https://dsc.duq.edu/etd/873>

### **Robert Morris University (1996)**

**Master of Science (M.S.)** in Leadership

### **Robert Morris University (1992)**

**Bachelor of Science (B.S.)** in Business Administration