

Name: Jessica Ellis
Title: Teacher Assistant
Department: Mathematics
College: Arts and Sciences

Degrees Earned

BS, Mathematics, Minor in Secondary Education, Sam Houston State University, 2003-2007
MS, Mathematics, Sam Houston State University, 2008-

Professional Licensure and Certifications

Secondary Teaching Certificate – Mathematics 8-12

Peer-Review Publications and Artistic Performances/Exhibitions

Articles /

Books /

Chapters /

Proceedings /

Artistic Performances /

Artistic Exhibitions /

Research Monographs and Technical Reports /

Funded External Grants /

Peer-Review Presentations/Posters /

Work or Professional Experiences

April 2007-December 2007 Fig. The Woodlands, TX

Receptionist/Office Manager

Performed receptionist duties as listed in the Fig employee handbook, including greeting customers, answering phones, and many other duties to keep the company running smoothly. Maintained office equipment, ran nutrition and retail center, ordered supplies, etc.

2004-present various locations around Houston

One-on-one Tutoring

Worked with students from elementary through college to strengthen their mathematic skills and/or study skills.

Each student that I have tutored has shown marked improvement.

July 2006-April 2007 Sylvan Learning Center The Woodlands, TX
Teacher/Project Manager

Worked with students from elementary through college to strengthen their mathematics, reading, writing, and/or study skills.
Met and communicated with parents about the Sylvan program and student progress.
Managed the student and teacher schedule, as well as multiple administrative tasks.

August, 2005 SalesCentric London, England
Program Tester

Performed functional testing for new software being developed for guided sales application.

2002–2003 La Petite Academy Spring, TX
Teacher

Worked with children ages 3-5.
Preschool-type activities such as learning: letters, numbers, colors, music, recreation, etc.

2001–2002 H & H Music Houston, TX
Sales Representative

Also, worked in instrument and supplies sales and rentals.
Clerical work, such as: filing, typing, answering phones, etc.

Honors and Awards

Graduated Magna Cum Laude with BS in Mathematics from SHSU
Alpha Chi National Honor Society
Pi-Mu-Epsilon Mathematics Honor Society

Other Competencies