

Charlotte C. Teague
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Objective:

Employment in any field that will allow direct public interface as well as the enrichment of my personal and computer skills as an analytical thinker, technical writer and successful educator.

Qualifications:

- * Ten Years Professional Writing Experiences
- * Strong Communication Skills
- * Dedicated Team Player
- * Strategic Problem Solving and Analytical Skills
- * Excellent Oral/Written Policy & Manual/Proposal and Presentation Skills
- * Proven Public Relations/Customer Service Skills
- * Strong PC/Macintosh Computer Skills
- * Demonstrated Educator and Trainer
- * Advanced Internet Usage Capabilities
- * Highly Skilled in Creating Clear/Concise Documents and web sites

Education:

Nova Southeastern University, currently **A.B.D** , Organizational Leadership, **Ed.D. In progress**
 University of Alabama in Huntsville, **M.A. English** (Technical/Business Writing), December 2000
 University of Alabama in Huntsville, **Certificate in Technical Communication**, May 1999
 Alabama A&M University, **M.Ed. English Education**, December 1998
 Alabama A&M University, **B.A. Major: English; Minor in Telecommunications**, December 1996

Educator Background:

Brookhaven Middle School: **Teacher Language Arts/Reading**
 Calhoun Community College: **Adjunct Consultant/ Instructor Technical Writing/ English Composition**
 University of Alabama in Huntsville: **Adjunct Instructor Technical & Business Writing**
 Alabama A&M University: **Adjunct Instructor English Composition**
 Oakwood College: **Adjunct Instructor Technical and Professional Writing**
 Athens State University: **Adjunct Instructor Technical Writing**
 Austin High School/Summer School: **English Teacher/ 10, 11, & 12th grades**
 Decatur High School/Hartselle High School/Summer School: **English Teacher/ 9, 11 & 12th grades**
 Computer Sciences Corp.: **Section Trainer/Consultant in Written Communication and Safety**
 NASA Spacelink: **Educational Writer/Editor**

Professional Employment:

Decatur City Schools-Brookhaven Middle School, Decatur, AL -Aug. 00-Present

Teacher/Language Arts and Reading

Responsibilities: Teach seventh grade students utilizing the State course of study in the subjects of English and Reading. Curriculum specifically focused on composition, grammar, American and English literature, reading, vocabulary, spelling, punctuation, speaking, listening, and presenting skills. Writing is emphasized and includes a study of various forms such as paragraphing, journal writing, and personal narratives. Determine individual and class needs, establish objectives and plans to facilitate learning experiences. Implement lessons and activities using a variety of techniques that utilize time to meet objectives. Evaluate student progress, maintain, and submit records and reports. Special Committees: School Improvement Committee, Building Based Student Support Committee, School Leadership Committee, School Grant and Proposal Committee, School Auditing Committee, School Safety Committee, and School Reading Leadership Committee.

Calhoun Community College, Decatur AL-Oct. 2003- Present

Consultant & Instructor Technical Writing/Instructor English Composition

Responsibilities: Develop and teach web-based course in Technical Writing. Course specifically focused on practical and professional business and technical writing with an emphasis on rhetoric, organization, and research in

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connection to the aerospace and business industry. Responsibilities include planning, preparation, and presentation of quality instruction. Composition class is focused on writing. Instruction and practice is given in developing essays, with emphasis on the composing process, critical reading, and research skills. Utilization of computer-assisted writing to teach students to use computers in cooperation with the writing process that focuses on accepted and preferred standards of grammar, punctuation, spelling, and style. Evaluate student overall performance, and collect, maintain, and submit accurate class records including grades, absences, withdrawals, and/or class drop information to appropriate offices.

University of Alabama in Huntsville (UAH), Huntsville, AL-May 1999-Present**Adjunct Instructor/Member of Business and Technical Writing Faculty**

Responsibilities: Teach junior/senior level courses to science/engineering, business, and liberal arts students in Strategies for Business/ Professional Writing and Technical Writing. Courses specifically focused on practical and professional business writing with an emphasis on rhetoric, organization, and research. Utilization of computer-assisted writing/ instruction of labs: teach students to use computers in cooperation with various software tools to create diverse forms of written communication focusing on accepted and preferred standards of grammar, punctuation, spelling and style. Develop course and lab lesson plans and curriculum. Evaluate student overall performance, and collect, maintain, and submit accurate class records including grades, absences, withdrawals, and/or class drop information to appropriate offices.

Alabama Agriculture & Mechanical University (A&M), Normal, AL-Aug. 2000-Present**Adjunct Instructor/Freshman Composition**

Responsibilities: Teach freshman level courses in English Composition. Courses specifically focused on writing, rhetoric, organization, research, and critical thinking skills with an emphasis on writing from recall, observation, conversation, and imagination. All instruction focused on the writing process, accepted, and preferred standards of grammar, punctuation, spelling and style. Develop course lesson plans and curriculum. Evaluate student overall performance, and collect, maintain, and submit accurate class records including grades, absences, withdrawals, and/or class drop information to appropriate offices.

Computer Sciences Corporation-NASA Information Systems Service Office, Huntsville, AL - Dec. 97-Sept. 00**Project Consultant/Web Designer**

Responsibilities: Supported NASA's Internet and Intranet development throughout the Center and complete administration. Analysis, design, and coding of web sites. Analyzation of requirements, including a study of existing business processes to find the best way to promote organizations using Internet technologies. Planned, developed, and executed various projects for several customers. Performed customer training and support, as well as, writing and maintaining information on standard operating procedures for web maintenance. Coordination of web writing efforts and improvement of written documentation. Integration of principles, methods, practices, and techniques of communications with state-of-the-art electronic information techniques involved in web technology. Implementation of a variety of media types to develop and convey new information to customers via the web.

Some Customers Included: NASA's Spacelink, NASA CORE, NASA-MSFC's Equal Opportunity Office (EEO), Future Assets Student Talent Program, Propulsion Module Project, Avionics Department: EEE Parts and Packaging, The Marshall Association, Government and Community Relations, Information Services Department Request System, Furniture Operations, CSC's Internet Delivery Services.

Some Special Projects Included: NASA-MSFC's Open House, MSFC Take Our Children to Work Day, I-65 Institute and Foundation

Computer Sciences Corporation - NASA Education Programs Office, Huntsville, AL - Aug. 97-Nov. 97
Internet Educational Content Coordinator

Responsibilities: Supported the NASA Spacelink staff in the maintenance and administration of a NASA education sponsored Internet site. Wrote, revised and edited on-line HTML files and directories; reviewed and incorporated new NASA projects onto the site; coordinated with the staff on the directory structure and formatting; developed necessary skills to edit and catalog electronic documents utilizing basic UNIX commands; development of text for NASA product brochures and videos as well as creation and management of object and audience oriented design and implementation of database structures. Developed training materials and applied training techniques to train teachers how to successfully use the latest Internet technologies to take advantage of NASA's educational resources in the classroom.

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Freelance Writer/ Consultant (Creative, Technical/Professional Writing, and Educational Consultant)

June 1994-Present

Responsibilities: Provide writing, editing and tutorial services for individuals, churches, organizations, and companies. Specializing in creative ideas for commercials and Internet sites along with slogans for advertising purposes. Correspondences for local newspapers, providing press releases and ads; layout/design/editing/writing copy for brochures, flyers, manuals, newsletters, etc. Effective in administering project management, development of specific written correspondence detailing technical operations and procedures: proposals, test plans, reports, and presentations, and in conducting research and audience analysis reports. Development of training and course curriculum in Business and Professional Writing, Technical Writing, Human Resource Management, English Composition, and Reading.

Some Clients Include: Comcast Cable, Serra Toyota, WAVD Radio Station, Speaking Out News, Watkins Academy, Evelyn's Corner Ministries, Alabama A&M University, AVO Communications, Wolverine Tube, BeautiControl Cosmetics, New Technology, Inc. (NTI), Advanced R&D, SCI Systems, Decatur City Schools, Athens State University, Calhoun Community College, NASA/EEO Office, The Mental Health Association, Computer Sciences Corporation (CSC).

Comcast Cable - Huntsville, AL - May 1995-Feb. 1996

Public Service Announcement Coordinator (Internist)

Responsibilities: Generated all graphics on local channels; created color presentations; built creative billboards for Public Service Announcement (PSA) screens; assisted production staff with commercial clients; operated character generator and master control board of local originations; controlled video and audio levels of locally produced shows and on-air talent commercials; assisted in the development of local programming; coordinated the flow of information between various departments; performed monthly scheduling for PSAs; developed and maintained positive rapport with non-profit organization in the researching, writing, and editing of all written correspondences received for Public Service Channels. Provided sales support to Account Executives.

CERTIFICATES/CERTIFICATIONS:

Master's Certificate in Technical Communication (UAH 1999), Web Publishers Certificate (UAH 1999), and Alabama Teacher Certification (State Department of Education 1998).

PUBLICATIONS:

Portfolio available upon request (Some are published on the Internet at the following Internet addresses: <http://spacelink.nasa.gov>. and <http://speakinoutnews.com>).

HONORS AND AFFILIATIONS:

Two-Year College English Association (TYCA), National Forensic League, Dean's List, State Debate Champion, RTM Scholarship, Sigma Tau Delta (National English Honor Society), C.A. Ashworth Scholarship, Employee of the Month for Multimedia and Internet Services, Awarded Certificate of Academic Achievement in Technical Communications (UAH), Alabama Education Association (AEA), National Education Association (NEA), Delta Sigma Theta Sorority Inc., National Council of Teachers of English (NCTE), Society for Technical Communication (STC).

Computer Skills:

Advanced knowledge of the Internet /World Wide Web, PC and Apple based Platforms. Familiar with UNIX and COBOL operating systems; Lotus Notes, Oracle and Access database systems; RoboHelp, Filemaker Pro and Framemaker software. Specialized in HTML, DHTML, JavaScript, Allaire's HomeSite, Macromedia's Dreamweaver and Fireworks; Adobe PageMaker, PageMill, Acrobat Distiller and PDF, PhotoShop, ImageStyler, ImageReady and Illustrator. Proficient in Word Perfect, Claris Works, MS Office (Word, Excel, PowerPoint, Publisher, and Project) and Lotus 1-2-3 software procedures.

REFERENCES AVAILABLE UPON REQUEST