

CAREER STATEMENT

8+ Years in Higher Education: integrative studies and business instructor with emphasis on professional development, critical thinking, communication, first-year studies, and online learning. Background in business education, career services, and school accreditation.

Specialties: Online Education, Communication, Professional Development, Critical Thinking, Career Services, College Student Services, Academic Advising, Assessment, Recruiting, Prior Learning Assessment

EDUCATION

Master of Business Administration, December 2003

Arkansas State University, Jonesboro, Arkansas

Bachelor of Science in Business Education with Computer Endorsement, December 2001

Arkansas State University, Jonesboro, Arkansas

Certification: Arkansas Secondary Business; Technology Endorsement 7 – 12

Apple Teacher Certified, January 2017

JOURNAL ARTICLES

Bevill, S. H., Roach, T. D., & Bracy, C. W. (2009) Managing the Work of Business Using Google Docs. *Business Education Forum*, 64(2), 42-44.

Dale, L. R., Bevill, S. H., Roach, T. D., Glasgow, S. A., & Bracy, C. W. (2008) Body Adornment: A Comparison of the Attitudes of Businesspeople and Students In Three States. *The Academy of Educational Leadership Journal*, Fall 2009. Received Distinguished Research Award.

CONFERENCE PROCEEDINGS

Bevill, S. H., & Bracy, C. W. (2008) Web 2.0: New Web-Based Communication Tools Defined and Explained. Allied Academies, International Conference, Tunica, MS.

Bevill, S. H., Roach, T. D., & Bracy, C. W. (2007) Well-Prepared Resumes: Have Students Gotten the Message? Association for Business Communication, Southwest Regional Conference, San Diego, CA.

Dale, L. R., Bevill, S. H., & Bracy, C. W. (2007) The Northeast Arkansas Experience with the Welfare-to-Work Program. *Academy of Governmental and Not-for-Profit Issue Proceedings*, 3(1), 4. Oxford, England.

PRESENTATIONS

Bracy, C. W., Bevill, S. H., & Roach, T. D. (2010) The Millennial Generation: Recommendations for Overcoming Teaching Challenges. Allied Academies, International Conference, Las Vegas, NV.

Bracy, C. W., Bevill, S. H., & Roach, T. D. (2010) The Millennial Generation: Recommendations for Overcoming Teaching Challenges. Association for Business Communication Southwestern United States, Dallas, TX.

Bevill, S. H., & Bracy, C. W. (2009) Multigenerational Workplaces: Tips for Success. Allied Academies, International Conference, New Orleans, LA.

Bevill, S. H., & Bracy, C. W. (2008) Web 2.0: New Web-Based Communication Tools Defined and Explained. Allied Academies, International Conference, Tunica, MS.

PROFESSIONAL EXPERIENCE

Instructor, Integrative Studies, Arkansas State University, Jonesboro, Arkansas (10/16 – Present)

- Teach Professional Development, Critical Thinking, and Making Connections courses at the college level
- Develop online courses including instructional videos, assignments, and exams using Blackboard Learn
- Construct and administer tests to assess educational needs or progress
- Advise students on academic and career matters
- Attend training sessions and workshops to develop or maintain professional knowledge
- Evaluate student assignments
- Conduct and monitor class discussion boards
- Promote Arkansas State University and recruit for Integrative Studies program
- Oversee student research projects
- Research and evaluate experiential learning opportunities

Instructor, College of Business, Arkansas State University, Jonesboro, Arkansas (01/05 – 05/11)

- Taught Business Communication & Making Connections
- Trained students to speak and present effectively
- Conducted business etiquette dinners
- Explained communication process, barriers to communication, different communication channels, importance of nonverbal communication, persuasion techniques, basics of business majors, college success, time management, and study skills
- Instructed students to successfully work in teams
- Engaged students with in-class activities, team projects

Advising Coordinator, College of Business Arkansas State University, Jonesboro, Arkansas (11/04 - 01/09)

- Coordinated all advising services for College of Business
- Performed graduation check-outs for all seniors
- Designed and updated all degree plans
- Developed and presented advising workshops to faculty
- Traveled to ASU branches and advised business students
- Supervised secretary and student employees
- Developed Graduation Orientation program
- Advised all transfer students
- Coordinated CoB New Student Orientation
- Maintained students' academic files
- Helped students pick major that aligns with career goals
- Coordinated conferences for 2-year and high school reps
- Coordinated all recruitment efforts for college

Coordinator of Career Services, Mid-South Community College, West Memphis, Arkansas (07/03 – 11/04)

- Designed and implemented career services center
- Assisted students with resume/cover letter writing
- Helped students with interviewing skills
- Recruited students/employers to utilize career services
- Organized on-campus recruiting sessions
- Taught Career Prep and Intro to Computers courses
- Planned and coordinated annual community job fair
- Organized/controlled budget under Perkins Grant guidelines
- Served on advising, student support services, and enrollment management committees
- Maintained records of employment status, interviews, and contact information for follow-ups
- Coordinated job placement for students
- Conducted career development workshops
- Counseled students concerning career options
- Served as Kuder Career Planning System Administrator
- Designed and wrote Career Clues Newsletter
- Served on campus interview committees
- Acted as academic advisor to 20-30 students/semester

Support Staff, North Central Association Commission on Accreditation & School Improvement, Jonesboro, Arkansas (01/02 – 07/03)

- Developed/maintained Arkansas NCA website
- Supervised student employees
- Marketed NCA-CASI to non-member schools
- Organized/controlled budget
- Designed, created, and distributed NCA Newsletter in collaboration with ASU Printing Services
- Problem-solved computer hardware and software
- Assisted 840 schools with on-line annual reports
- Communicated with administrators about accreditation
- Prepared publications for printing/mailing

Teacher Intern, Nettleton High School, Jonesboro, Arkansas (08/01 – 12/01)

- Instructed courses in grades 10 through 12
- Conversated with parents about student achievement
- Graded tests, projects, and exercises
- Maintained full responsibility of all classes for 5 weeks
- Taught Computer Business Applications, Keyboarding Applications, Desktop Publishing, and Word Processing
- Managed classrooms
- Participated in and recruited for FBLA
- Recorded scores for tests and projects
- Constructed lesson plans for all classes

TEACHING EXPERIENCE

Arkansas State University-College of Business, Jonesboro, Arkansas

Semester	Course	Student Evaluation
▪ Spring 2017	IDS 3013-10A Critical Thinking in the Profession	
▪ Spring 2017	IDS 3013-001 Critical Thinking in the Profession	
▪ Spring 2017	IDS 4013-10A Seminar in Professional Development	
▪ Spring 2017	UC 1013-10A Making Connections	
▪	Average for Spring 2017:	
▪ Spring 2011	BCOM 2563-001 Business Communication	4.67/5.0
▪ Spring 2011	BCOM 2563-002 Business Communication	4.78/5.0
▪ Spring 2011	BCOM 2563-003 Business Communication	4.78/5.0
▪ Spring 2011	BCOM 2563-004 Business Communication	4.71/5.0
▪	Average for Spring 2011: 4.73 /5.0	
▪ Fall 2010	BCOM 2563-001 Business Communication	4.72/5.0
▪ Fall 2010	BCOM 2563-002 Business Communication	4.35/5.0
▪ Fall 2010	BUSN 1003-002 Making Connections	4.63/5.0
▪ Fall 2010	BUSN 1003-002 Making Connections	4.83/5.0
▪	Average for Fall 2010: 4.63 /5.0	
▪ Summer 2010	BCOM 2563-001 Business Communication	unavailable
▪ Fall 2009	BCOM 2563-001 Business Communication	4.74/5.0
▪ Fall 2009	BCOM 2563-002 Business Communication	4.66/5.0
▪ Fall 2009	BUSN 1003-002 Making Connections	4.52/5.0
▪ Fall 2009	BUSN 1003-003 Making Connections	4.84/5.0
▪	Average for Fall 2009: 4.69/5.0	
▪ Summer 2009	BCOM 2563-001 Business Communication	unavailable
▪ Spring 2009	BCOM 2563-001 Business Communication	4.62/5.0
▪ Spring 2009	BCOM 2563-002 Business Communication	4.81/5.0
▪ Spring 2009	BCOM 2563-003 Business Communication	4.87/5.0
▪ Spring 2009	BCOM 2563-004 Business Communication	4.83/5.0
▪	Average for Spring 2009: 4.78/5.0	
▪ Fall 2008	BUSN 1003-002 Making Connections	4.91/5.0
▪ Fall 2008	BUSN 1003-003 Making Connections	4.81/5.0
▪ Spring 2008	BCOM 2563-003 Business Communication	4.79/5.0
▪ Fall 2007	BUSN 1913-002 Making Connections	4.9/5.0
▪ Fall 2007	BUSN 1913-003 Making Connections	4.8/5.0
▪	Average for Fall 2007: 4.85/5.0	
▪ Spring 2007	BCOM 2563-003 Business Communication	4.65/5.0
▪ Fall 2006	BCOM 2563-003 Business Communication	4.86/5.0
▪ Fall 2006	BCOM 2563-005 Business Communication	4.78/5.0
▪	Average for Fall 2006: 4.82/5.0	
▪ Spring 2006	BCOM 2563-001 Business Communication	4.85/5.0
▪ Spring 2006	BCOM 2563-002 Business Communication	4.49/5.0
▪	Average for Spring 2006: 4.67/5.0	
▪ Fall 2005	BCOM 2563-005 Business Communication	4.63/5.0
▪ Fall 2005	MKTG 1013-003 Introduction to Business	4.18/5.0
▪	Average for Fall 2005: 4.47/5.0	
▪ Spring 2005	BCOM 2563-003 Business Communication	4.51/5.0

Mid-South Community College, West Memphis, Arkansas

Semesters	Course
▪ Fall 2003-Spring 2004	IS 1101-01 Computer Keyboarding
▪ Fall 2003-Spring 2004	CS 1201-01 Career Prep
▪ Fall 2003-Spring 2004	IS 1111-01 Introduction to Computers

PROFESSIONAL MEMBERSHIPS/COMMITTEE MEMBERSHIPS/UNIVERSITY SERVICE

- Multimedia Educational Resource for Learning and Online Teaching (2017-Present)
- Apple Certified Teacher, January 2017
- Arkansas Academic Advising Network (Secretary 2005-2007; President-Elect 2007-2008; 2008 Conference Chair; President 2008-2009, Past President 2009-2010)
- National Academic Advising Association (2004-2009)
- National Resource Center for First-Year Experience and Students in Transition (2006-2009)
- Association for Business Communication (2006-2011)
- Allied Academies (2008-2011)
- National Business Education Association (2009-2011)
- CoB Graduate Written Assessment Committee Chair (2009-2011)
- CoB Graduate Oral Assessment Committee (2009-2011)
- CoB Program Promotions Committee (2009-2011)
- CoB Scholarship Selection Committee (2009-2011)
- CoB Student Society for Human Resource Management (2010-2011)
- ASU First Year Experience Advisory Committee (2009-2011)
- ASU Lynita Cooksey Book Scholarship Selection Committee (March 2011)
- ASU Academic Advising Council on Excellence (2004-2009)
- ASU Career Services Advisory Council (2004-2009)
- ASU Student Society of Human Resource Management Faculty Advisor (2010-2011)
- ASU Brother-to-Brother and Circle of Trust Faculty Mentor (2010-2011)
- ASU BEST Presentation Judge (2010-2009)
- ASU Career Services Director Search Committee (April 2009/June 2009)
- ASU Who's Who Selection Committee (October 2009/November 2009)

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- Attended Starfish Basics Training, 2-20-17, Jonesboro, AR
- Attended Rubrics, Goals, and Alignments in Blackboard Training, 1-31-17, Jonesboro, AR
- Attended Proctor U Training, 1-24-17, Jonesboro, AR
- Attended Apple Professional Learning Training, 1-19-17, Jonesboro, AR
- Completed Apple Teacher Training, 1-10-17, Jonesboro, AR
- Attended Proctor U Training, 11-28-16, Jonesboro, AR
- Attended Improve Testing with Blackboard and Respondus Training, 11-10-16, Jonesboro, AR
- Attended LGBTQIA Safe Zone Training, 11-9-16, Jonesboro, AR
- Attended International Business Exhibitions, 11-3-16, Jonesboro, AR
- Attended Tegrity Training, 10-31-16, Jonesboro, AR
- Attended Proctor U Training, 10-28-16, Jonesboro, AR
- Attended showing of Most Likely to Succeed, 10-26-16, Jonesboro, AR
- Attended FYE Advisory Committee Meeting, 3-3-11, 2-17-11, 2-3-11, 11-5-09, 10-1-09, 9-17-09, Jonesboro, AR
- Attended ASU SHRM Career Fair Workshop, 2-24-11, Jonesboro, AR
- Attended FYE Training, 08-09-09, Jonesboro, AR
- Attended FYE Workshop, 05-12-09, Jonesboro, AR
- Attended SPIN Training 04-13-09, Jonesboro, AR
- Attended Allied Academies International Conference 04-07-09/04-10-09, New Orleans, LA
- Attended "Calibrating Cognitive Machinery: Teaching Strategies to Help First-Year Seminar Students Get in Gear" Workshop 02-24-09, Jonesboro, AR
- Attended Arkansas Academic Advising Network (ArkAAN) Executive Meetings 10-10-08, 01-24-08, 11-06-07, 10-27-06, 2-17-06, 10-21-05, Conway, AR
- Attended National Academic Advising Association (NACADA) National Conference 09-30-08/10-04-08, Chicago, IL
- Attended Dreamweaver Workshop 05-13-08, Jonesboro, AR
- Attended Allied Academies International Conference 04-04-08, Tunica, MS
- Attended Arkansas Academic Advising Network (ArkAAN) State Conference 02-29-08, Jonesboro, AR
 - Conference Planner/Chair
- Attended Academic Advising Council on Excellence (AACE) Meetings 12-3-09, 02-13-08, 10-25-06, 10-14-05, 2-15-05, Jonesboro, AR

- Attended National Academic Advising Association (NACADA) National Conference 10-17-07/10-21-07, Baltimore, MD
- Attended Arkansas Academic Advising Network (ArkAAN) State Conference 5-3-07/05-04-07, Fayetteville, AR
- Attended National Academic Advising Association (NACADA) Advisor's Institute 1-28-07/1-30-07, San Antonio, TX
- Attended College of Education IDEA Meeting 11-9-06, Jonesboro, AR
- Attended College of Education Student Evaluation Workshop 10-3-06, Jonesboro, AR
- Attended First Year Experience Meeting 8-15-06, Jonesboro, AR
- Attended College of Business Assessment Meeting 6-28-06, Jonesboro, AR
- Attended National Academic Advising Association (NACADA) Regional Conference 3-9-06/3-10-06, Little Rock, AR
- Attended National Conference on the First-Year Experience 2-25-06/2-27-06, Atlanta, GA
- Attended National Academic Advising Association (NACADA) National Conference 10-4-05/10-08-05, Las Vegas, NV
- Attended Arkansas Academic Advising Network (ArkAAN) State Conference 5-2-05, Jonesboro, AR
- Attended National Academic Advising Association (NACADA) Local Workshop 8-12-04, West Memphis, AR
- Attended Personality Type and the World of Work Workshop 7-8-04, Conway, AR
- Attended Statewide Job Placement System Workshop 6-21-04/6-22-04, Little Rock, AR
- Attended Kuder Best Practices Workshop 6-10-04/6-11-04, Little Rock, AR
 - Chaired roundtable discussion of marketing Kuder Career Placement System to school districts
- Attended National Association for Colleges & Employers (NACE) National Conference 6-1-04/6-4-04, Orlando, FL
- Attended National Association for Career Technical Education Information (NACTEI) Conference 5-11-04/5-16-04, Colorado Springs, CO
- Attended Perkins Grant Workshop 4-28-04/4-29-04, Little Rock, AR
- Attended Tech Prep/College Now Retreat 3-8-04/3-9-04, Heber Springs, AR
- Attended Crowley's Ridge Educational Co-op Superintendent's Meeting 2-20-04, Harrisburg, AR
 - Presented information about Kuder Career Planning System
- Attended Arkansas Association of Colleges & Employers (AACE) State Conference 12-4-03/12-5-03, Conway, AR
- Attended Perkins Grant Workshop 11-19-03, Little Rock, AR
- Attended NCA-CASI Database System Training 8-13-02/8-15-02, Tempe, AZ