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Margie James

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**OBJECTIVE** Bilingual professional seeking a position in an established company where I can apply my organizational leadership skills, team building, performance enhancement and coaching skills.

**EDUCATION** Bachelor of Applied Science, Wayland Baptist University 02/17

Associates of Applied Science, St. Phillip’s College 12/10

Medical Assistant, Career Point College-03/98

**RELATED COURSE WORK**

Health Science Teacher

Medical Assistant Program Director

Allied Health Instructor

CPR Instructor- American Heart Association

Certified Medical Assistant (NRCMA)

Certified Administrative Health Assistant

**PROFESSIONAL EXPERIENCE**

***The College of Health Care Professions 08/21-present***

(Medical Assistant Online Adjunct)

* Utilize classroom and lab instruction, student assessment mechanisms, and classroom management techniques to provide an engaged classroom experience to students.
* Guarantee that student has been presented with material to successfully meet the learning objectives of each course within a student’s program of study.
* Ensure the instructional materials and equipment are ready for student use, sufficient in quantity, and are properly maintained and in working order.
* Participate in on-going faculty assessment and professional development activities to ensure an active and engaging classroom for all students; maintain required certification and licensure.
* Actively participate in meeting, review, and analyze data, compile reports, and meet academic and administrative deadlines.
* Ensure campus compliance with all federal, state, and regulatory bodies’, guidelines, along with internal policies of the company.
* Monitor attendance of students and submit to registrar’s office before leaving workday/evening.
* Prepare weekly lesson plans; follow syllabi to maintain a pace to meet requirements.
* Ensure strict adherence to school schedule.
* Notify director of all incidents and/or issues immediately.
* Grade tests and submit grades on time to register’s office.
* Maintain and clean classrooms, laboratory areas and faculty offices.
* Arrive for work, be in your classroom to greet students and begin class on time.
* Other duties as assigned.

***San Antonio Independent School District****,* ***SA, TX. 08/19-present***

Sam Houston High School Health Science Teacher

* Knowledge of State Performance Based Monitoring Analysis System (PBMAS) and ability to analyze and document data for improved student performance.
* Develop and implement lesson plans that fulfill the requirements of the district’s curriculum program, reflect accommodations for learning style differences, and show written evidence of preparation as required.
* Present content according to the guidelines established by the Texas Education Agency, board policies, and administrative regulations.
* Work with other staff members to determine instructional goals, objectives, and methods according to district requirements.
* Work with special education teachers to modify curricula as needed for special education students as identified in Individual Education Plans (IEP).
* Use technology to strengthen the teaching/learning process.
* Plan and monitor workflow of instructional assistants and volunteers as appropriate.
  + - * Plan with ESL teachers to support ELL students with mastery of content knowledge.
      * Administer safety exams prior to allowing students to work with equipment/resources in the HS lab.
      * Ensure 100% of students pass the safety exam with score of 100 prior to work in a lab environment.
      * Identify industry certification exam(s) aligned to content knowledge; provide instruction throughout the year to support student achievement.
      * Establish partnerships with health care professionals to provide opportunity for student job shadowing, internships, and certifications.
      * Monitoring Student Progress and Potential
      * Help students analyze and improve study methods and habits.
      * Conduct ongoing assessments of student achievement through formal and informal testing.
      * Support mission of school district by serving as a positive role model for students.
      * Classroom Management and Organization
      * Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.

***The College of Healthcare Professions, SA TX 04/14-08/19***

Medical Assistant Program Director/ Instructor/Student Services Advisor/Ambassador

* + - Responsible for the supervision and compliance of the educational program to meet or exceed TWC and
    - Enhancing productivity of personnel and achieving

objectives within budget

* + - Ensure coordination between divisions within the

department as well as multiple external clinical partner

organizations

* + - Maintain company standards for retention, student

satisfaction, instructor observations and externship to

hire goals.

* + - Schedule and conduct in service workshops for

education department.

* + - Monitoring of student academic and professional
    - progress to ensure that students are receiving highest.

quality of education.

* + - Lesson plan and syllabus writing for Medical Assistant

program

* + - Externship coordination of clinical affiliates
    - Coordinate community outreach for students to

volunteer

* + - Organize quarterly campus blood drives
    - Proctor state exams for three programs

***Southern Career Institute, SA, TX 01/13-04/14***

Medical Assistant Lead Instructor

* Taught multiple classes in the school’s medical

assisting program for technical certification

* Developed appropriate curriculum and course syllabi
* Utilized textbooks combined with practical applications.

in lab setting

* Had an open-door policy for students and mentored
* Networked in the medical community to arrange for

internships for students

* Responsible for development of instructors in their

educational career

**Skills**

* Knowledge of management study principles
* Knowledge of training techniques
* Knowledge of project management methods
* Ability to analyze and recommend solutions to

management and organization problems

* Knowledge of Computer Software and Hardware

applications

**Honors and Awards**

Runner-Up Employee of the Year at CHCP 2016.

Employee of the Quarter -3rd Quarter 2017

President’s Honor List, Wayland Baptist University, 2012

**Professional Memberships**

National Association of Health Professionals (Member)

Health Occupational Students of America (HOSA) (Member)

REFERENCES: AVAILABLE UPON REQUEST

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