

LINDA WILLIAMS

EDUCATION

Troy State, Montgomery, AL Ed. S. in Adult Education	All But Paper
Southern Illinois University, Edwardsville, IL M.S. in Education	1973
Southern Illinois University, Edwardsville, IL B.S. in Education Areas of Concentration: Accounting and Data Processing	1972

TEACHING EXPERIENCE

Cisco College, Abilene, TX Instructor – Accounting I and II, Computer Accounting, Microsoft Excel and Microsoft Office [Developed syllabus and overall course structure, and administered all grades.]	1980-current
San Juan School District, Sacramento, CA Instructor – Accounting, Office Skills, SuperCalc Developed course structure for a JTPA class and for a Returning to Work class	1986-1989
St. Louis Public Schools, St. Louis, MO Instructor – Merchandising courses Sponsored the DECA organization	1974
Southern Illinois University, Edwardsville, IL Teaching Assistant to the Head of the Business Education Department Organized and participated in the publishing of a Filing Procedures text book.	1973

RELATED EXPERIENCE

Region 14 Education Service Center, Abilene, TX Consultant Train and write training materials for school districts including how to record grades, Attendance, discipline, immunizations, and do scheduling	1992-Current
Stenograph Institute of Texas, Abilene, TX Bookkeeper Accounts Payable and Receivable and Payroll responsibilities	1979 – 1982
Alpha Sigma Tau, St. Louis, MO Bookkeeper All responsibility for the funds of a non-profit organization.	1976 – 1982