

JOYCE ANN PROCK

719-321-1229

jonetz227@gmail.com

PROFESSIONAL SUMMARY:

Recently finished pursuing a Management and Supervision Certification from Red Rocks College to improve my skills in business, data analysis, social media, teaching, management and leadership. I maintained a 4.0 GPA. I have certifications in teaching special education, business management and webmaster.

SKILLS:

Teaching Skills: Knowledge of the learning/teaching process: educational theories and practices; disability issues and laws. Experience with multidisciplinary and trans-disciplinary teams; testing and evaluation.

Teaching experience includes Special Education, Art, Music, Skiing, Martial Arts with all age levels.

Professional Skills: Leadership, strong work ethics, detail orientated, excellent time management, dedication, fast learner and mechanically inclined.

Demonstrated by increasing reading levels up 2 grade levels and creating unique work devices for individuals with disabilities.

Other Skills: Computers, computer programs, desktop publishing, writing, piano, martial arts and artistic skills.

Experience includes writing and photography for the Rocky Mountain News, office management for Medco Forum and entrepreneur at JoNet Designs.

I have the ability to make an immediate significant contribution to individuals and institutions

EDUCATION:

Management and Supervision Certification	Red Rocks Community College	2017
--	-----------------------------	------

NACSE Certifications in Website Development and Java Programming (National Association of Communication Engineers)	Arapahoe Community College	2001
---	----------------------------	------

Master's Degree in Education	Heritage University	1995
------------------------------	---------------------	------

Bachelor's Degree in Art and Education	Western State College	1979
--	-----------------------	------

PROFESSIONAL EXPERIENCE

Red Rocks Community College Student	2015-present
--	--------------

Jefferson County School District and Lewis Palmer School District Substitute Teacher	2012-2015
---	-----------

Apple Apple Advisor--Assisted individuals with Apple products including iPhone, iPad and iPod	6/2013-6/2014
--	---------------

JoNet Designs Website development including the Rocky Mountain Webmasters' Guild and Conifer Rotary; logos including Rotary International District 5450 2004 Logo; illustrations including a biology textbook and children's' books. Currently only doing watercolors.	2002-present
---	--------------

Newspapers Canyon Courier & Mountain Connection: Advertising layout, data entry, classified advertising, phone and customer service; Rocky Mountain News Business and Industry: Writer, photographer, ad design	2000-2004
--	-----------

Teaching in Private and Public Sectors	Up until 2000
--	---------------