

Helena Taylor

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Bluefield, WV 24701
304-327-4227
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Education

Bachelor of Science in Early Education, K- 6
Specialization in middle school mathematics 5-9
May 2010

Professional Work History

Educational Outreach Counselor

June 2014 to Present

Adjunct Instructor

August 2012 to 2015

Academic Success Center
Bluefield State University
219 Rock Street, Bluefield, WV 24701
304.327.4098 – Carolyn Kirby, Director

Student Support Services Professional Tutor

August 2013 to May 2014

Bluefield State University
219 Rock Street, Bluefield, WV 24701
304.327.4098 – Carolyn Kirby, Director

Substitute Teacher

August 2011 to May 2014

Mercer County Schools
1403 Honaker Avenue
Princeton, WV 24740
304-487-1551 Human Resources

Work Experience and Achievements

Leadership & Strategic Planning

- Bluefield State University Chapter Advisor for Gamma Beta Phi
- Serve as Advisor Member on the NEC for Gamma Beta Phi 2020-2022
- Meet regularly with the chapter Executive Committee and attends regular membership meetings
- Ensure that the end of the year Chapter Reports are completed, signed, and submitted to GBP National HQ
- Coordinate with GBP National HQ to initiate and run the chapter's membership recruitment campaigns both in fall and spring semesters
- Participate in chapter service and fundraising projects while ensuring they are being well publicized
- Facilitate and plan induction ceremonies
- Collaborate on departmental plan for the provision of services and accommodations for first year, low income, and/or disabled participants
- Establish close network of community partnerships
- BSU LGBTQ Presidential Advisory Board Member
- Serve on hiring committees for BSU
- Serve on scholarship committees for Gamma Beta Phi and BSU

Teaching and Tutoring

- Adjunct, Bluefield State University, Developmental Math
- Substitute Teacher K-12, Mercer County Schools
- Developed traditional and online courses
- Trained in Blackboard and Moodle
- Experienced working with online companion websites
- Working knowledge of all undergraduate math courses
- Experience in tutoring/teaching kindergarten through college – all subjects
- Mentor and advisor

Project Management Experience

- Collaborate with other ASC professional staff to develop, implement, and present workshops and preparation of special projects such as academic, career and job seeking, and/or life-skills workshops for presentation to ASC participants are essential to achieving departmental goals
- Presentations to promote ASC services, and recruit participants, and potential tutors
- Maintain all financial records, and the Executive Committee and Chapter Regular Meeting minutes
- Plan and coordinate Gamma Beta Phi's annual Induction Ceremony
- Gamma Beta Phi BSU chapter biannual American Red Cross Blood Drives
- Coordinate retirement home visits for social interaction and deliver donations to residents
- Collaborate with local schools in Mercer County for GBP sponsored coat drives
- Collaborate with the Bluefield Union Mission for GBP sponsored a sock drive for homeless
- Ensure data entry of new participants in the Academic Success Center database and BSU student database
- Manage tutors and student personnel, including interviewing, hiring, training, coordinating, and skill development of tutor/mentors, computer lab monitors and additional part time staff
- Create and maintain the master tutoring schedule for three tutoring labs
- Monitor and evaluate both tutor effectiveness and tutee's academic progress and needs
- Provide daily support to tutors with academic questions or needs regarding their tutoring sessions
- Verify timesheets. Maintain financial records on amount paid out on payroll and amount pending monthly

Volunteerism

- Volunteer and donor for American Red Cross
- Collection Volunteer for Out of the Darkness Walk for Suicide Prevention
- Collection Volunteer and participant in the annual End Alzheimer's Walk
- Coordinate collection of pop tabs to benefit the Ronald McDonald House with BSU students
- Coordinate collection of school supplies for Mercer County Schools Supply Closet with BSU students and community
- Participant in adopt an angel from the Salvation Army Angel Tree
- Coordinate collection of miscellaneous items for Bluefield Union Mission and Goodwill with BSU students
- Donate leftover food from chapter fundraisers to The Wade Center
- Facilitate collection of baby wipes and diapers to Mary's Cradle with community and BSU students
- Collection Volunteer for the Haven's Retirement Home

References

Carolyn Kirby
Academic Success Center
Bluefield State University
219 Rock Street, Bluefield, WV 24701
304.327.4098

Dr. Angela Lambert
Dean of Nursing & Allied Health
Bluefield State University
219 Rock Street, Bluefield, WV 24701
304.327.4141

Lindsey Artrip
Former BSU GBP President
Middle School Math and Science Teacher
lcastle@mainstreet.education
304.320.4407