

# Kay L. Wakefield

---

## **OBJECTIVE:**

To secure an educational institution position where I can use my experience and abilities to make a meaningful contribution to the organization and the people the organization serves.

## **QUALIFICATIONS:**

- More than twenty-five years experience as a service-oriented professional.
- Eighteen years experience of documented successful classroom instruction.
- B.A. in Business Communications and M. B. A. (Business Administration).
- Motivated, adaptable, and dependable with a strong sense of commitment.
- Articulate, with demonstrated oral, written, and research skills.
- Cooperative, excellent training skills, capable of supervising the work of others, able to work independently with minimum supervision, and can perform under the pressure of deadlines.

## **EDUCATION:**

**M. B. A.**, New Mexico State University, Las Cruces, NM, 1990.

**B. A.**, Metropolitan State University (Metropolitan State College), Denver, CO, 1987.

Major: Business Communications

Intern Program: U S WEST Information Systems, a division of U S WEST Communications.

## **PROFESSIONAL EXPERIENCE:**

*August 2015 – Present*

COLORADO STATE UNIVERSITY - PUEBLO  
Pueblo, CO.

### **Adjunct Faculty – Hasan School of Business**

- Teaching management courses.
- Courses Taught:
  - Principles of Management - 9 sections
  - Business Communications – 2 sections
  - Principles of Marketing – 1 section

*September 2014 – Present*

SWALLOWS CHARTER ACADEMY K-12  
278 S. McCulloch Blvd.  
Pueblo West, CO.

### **Substitute Teacher, Grades K - 12**

*January 2017 – Present*

PUEBLO COUNTY SCHOOL DISTRICT 70  
24951 E. Highway 50  
Pueblo, CO.

### **Substitute Teacher, Grades K - 12**

*January 2001 – August 2004*

UNIVERSITY OF SOUTHERN COLORADO  
Pueblo, CO.

**Adjunct Faculty – Hasan School of Business**

- Taught introduction to business and marketing courses.
- Courses Taught:
  - Introduction to Business – 10 sections
  - Principles of Marketing - 1 section

*June 2000 – September 2002*

NATIONAL AMERICAN UNIVERSITY  
Rapid City, SD.

**Associate Faculty - College of Business**

- Taught online courses in management.
- Updated principles of management online course
- Courses Taught:
  - Principles of Management – 8 sections
  - Human Resource Management – 1 section

*January 1998 – May 2000*

UNIVERSITY OF ARIZONA SOUTH  
Sierra Vista, AZ.

**Adjunct Faculty - College of Business**

- Taught courses in marketing.
- Courses Taught:
  - Principles of Marketing - 2 sections
  - Retail Management - 1 section
  - International Marketing - 1 section

*August 1998 – May 2000*

COCHISE COLLEGE  
Sierra Vista, AZ.

**Adjunct Faculty - College of Business**

- Taught courses in management.
- Courses Taught:
  - Survey of American Business - 3 sections
  - Leadership and Supervision - 1 section

*September 1995 - August 1997*

NATIONAL AMERICAN UNIVERSITY (Formerly NATIONAL COLLEGE),  
Rapid City, SD.

**Associate Faculty - College of Business**

- Taught courses in marketing and management.
  - Won the award for Best Teacher of the Quarter Spring 1997 (nominated by students).
  - Nominated Best Teacher of the Quarter Fall 1995, Fall 1996, Spring 1997 and Summer 1997.
- Courses Taught:
  - Introduction to Business - 5 sections total, including 1 evening
  - International Business - 1 evening section
  - Organizational Behavior - 1 section
  - Human Resource Management - 1 section
  - Principles of Marketing - 4 sections
  - Marketing Research - 2 sections
  - Advertising - 2 sections
  - Retail Management - 1 section

- Advised 40 plus students.
- Served as chair for committee coordinating Business NCA accreditation/assessment, 1996-97, for all National American University Branches (Albuquerque, Colorado Springs, Denver, Ellsworth Air Force Base, Kansas City, Rapid City, St. Paul, Sioux Falls). Objectives achieved:
  - Systematically gathered, processed and interpreted information related to student learning at National American University.
  - Developed an instrument to assess learning outcomes.
  - Determined student achievement within and across courses.
  - Established educational standards, testing reliability and accountability for education.

*September 1995 - May 1997*

BLACK HILLS STATE UNIVERSITY, Extension, Ellsworth, SD.

**Adjunct Faculty - College of Business and Public Affairs**

- Taught courses in marketing and management in a non-traditional student, evening class environment.
- Courses Taught:
  - Advertising - 1 section
  - Sales Management - 1 section
  - Managerial Communications (Business Writing) - 4 sections

*August 1991 - August 1995*

LINCOLN BENEFIT LIFE, Lincoln, NE.

**Marketing Representative (Senior Licensing Representative)**

- Promoted: Licensing Representative to Senior Licensing Representative, September, 1993.
- Department trainer.
- Served as departmental representative on competitor analysis committee.
- Developed skill at resolving agent complaints and disputes over licensing agreements.
- Appointed, contracted and assisted with the licensing of agents and corporations.
- Reviewed states' licensing/appointing documents, prepared and submitted appropriate forms.
- Communicated with states' insurance department personnel to clarify agent requirements.
- Composed and prepared letters and memorandums.
- Position required ability to perform at a high level of accuracy under multiple deadlines with a demonstrated ability to effectively use oral and written communication skills.

*November 1990 - July 1991*

PERSONNEL POOL TEMPORARY SERVICES, Lincoln, NE.

**Marketing Account Representative**

- Secured new client accounts and maintained current accounts.
- Coordinated marketing projects to support sales efforts.
- Recruited, interviewed, tested, trained, and placed temporary and permanent applicants.
- Performed weekly payroll, processed workman's compensation and unemployment forms.
- Supervised all telemarketing activities and direct mail projects.

*January 1989 - July 1990*

NEW MEXICO STATE UNIVERSITY, Las Cruces, NM.

College of Business Marketing Department and the Center for Business Research Services

**Graduate Assistant**

- Coordinated activities of various projects involving businesses in the community.
- Conducted market research and analyzed collected data.
- Assisted in preparation of reports and presentations.

*July 1987 - January 1989*

SUNDEL RESEARCH, INC., Denver, CO.

### **Market Research Assistant**

- Conducted accurate telephone survey interviews.
- Wrote and edited market surveys and questionnaires.
- Assisted with the organization and evaluation of marketing analyses, research design, and the development of new markets.

*March 1986 - January 1989*

COLORADO DIVISION FOR EARLY CHILDHOOD (DEC) COUNCIL FOR EXCEPTIONAL CHILDREN, Denver, CO.

### **Editor**

- Edited THE FACILITATOR Newsletter.
- Responsible for accurate and acceptable news writing, reporting, and editing functions, which supported the efforts of the finished product.
- Coordinated layout, printing, and mailing of newsletter.
- Served on the board for DEC, which handles all public relations campaigns and fund raising events that pertain to the Colorado DEC.

### **CONFERENCES/WORKSHOPS/COURSES**

The History of the Community College - October 1998, Sierra Vista, AZ

Women Going International - Conference, May 1997, Rapid City, SD

College Curriculum - Conference, October 1996, Rapid City, SD

The Pacific Institute - "Investment in Excellence Seminar" 1996, Rapid City, SD

### **CERTIFICATIONS:**

Colorado Substitute Teacher 3 year license – May 2015

Arizona Community College Teaching Certificate - January 2000

Life Office Management Association - LOMA 5 - 1994

Life Office Management Association - LOMA 4 - 1994

Life Office Management Association - LOMA 3 - 1993

Life Office Management Association - LOMA 2 - 1992

Life Office Management Association - LOMA 1 - 1992

LOMA Customer Service (ACS) - 1993

First Aid Certification - 1993

### **AWARDS/HONORS**

Presented with the Best Teacher of the Quarter Award -Spring 1997 (nominated by students) at National American University.

Nominated Best Teacher of the Quarter, Fall 1995, Fall 1996, Spring 1997, Summer 1997 at National American University.

### **CIVIC ACTIVITIES/PROFESSIONAL MEMBERSHIPS:**

Religious Education and Formation (Provided Children (Preschool-5<sup>th</sup> grade) and Adult instruction)

– Christ the King Catholic Church 2009 – 2016

– St. Paul the Apostle Catholic Church 2001-2009

Swallows Charter Academy – PTO – Member Fall 2003-2016; President Fall 2006-Spring 2008; Secretary 2014 – 2016

AAUW - American Association of University Women - 1996-97 Membership Officer

Black Hills State University Faculty Wives - 1995-97

Big Sister of Colorado - 1988

REFERENCES AND FURTHER DATA FURNISHED UPON REQUEST