

Becky Harrison – Curriculum Vitae

WORK EXPERIENCE

WEST COAST BIBLE COLLEGE AND SEMINARY, Dallas, TX

VP of Student Services/Registrar, AUG 2008 – Present

- Responsible for assisting students with admissions, evaluating transcripts, setting degree plans, and addressing student inquiries throughout their program of study.
- Responsible for maintaining student records and providing official transcripts and other verification documentation associated with student records.

VICTORIOUS LIFE CHURCH, Waco, TX

Ladies Ministry Leader, SEP 2008 – JUL 2015

- Responsible to lead weekly Bible Study group, offer counsel for women of the church, organize and lead annual ladies retreat, and plan and carry out other special events and projects throughout the year.

ROBINSON ISD, Robinson, TX

Teacher, JUL 2007 – JUL 2008

- Taught fourth grade Science, Social Studies and Writing. Responsible for preparing daily lesson plans, maintaining student records, communication with parents and other educators, providing accommodations as needed for student IEPs, preparing and overseeing regular Science lab/experiments.

TABERNACLE CHRISTIAN SCHOOL, Baltimore, MD

Principal, MAY 2004 – SEP 2005

- Enforce discipline and attendance rules.
- Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning difficulties.
- Hire, train, and evaluate primary and supplemental staff.
- Counsel and provide guidance to students regarding personal, academic, or behavioral issues.
- Determine the scope of educational program offerings, and prepare course schedules and descriptions to estimate staffing and facility requirements.
- Monitor students' progress, and provide students and teachers with assistance in resolving any problems.
- Set educational standards and goals, and help establish policies, procedures, and programs to carry them out.
- Plan, direct, and monitor instructional methods and content of educational, vocational, or student activity programs.
- Prepare and maintain attendance, activity, planning, accounting, or personnel reports and records.
- Review and evaluate new and current programs to determine their effectiveness and recommend any necessary modifications.

EDUCATION

Southwestern Assemblies of God University, Waxahachie, TX

Master of Education, Dec 2005

Mississippi State University, Meridian, MS

Bachelor of Science (Business and Industry), Aug 1992 (Cum Laude)

Southwestern Assemblies of God University, Waxahachie, TX

Associate of Science (Business Administration), May 1987

Member: Phi Beta Lambda

OTHER EXPERIENCE

- Extensive experience in directing and presenting drama and musical productions to enhance the local church ministry, with over 30 years of experience in church ministry.
- National Fine Arts Festival (Assemblies of God) - Led the team responsible for collecting and entering all festival scores from 1997-2001 in major venues including the RCA Dome in Indianapolis, the Orlando Convention Center, and the Kansas City Convention Center. Also assisted and trained youth participants participating in the festival from 1990-2001 in multiple categories including music, drama, art, etc.
- Assisted in leading mission trips both domestic and foreign. Responsibilities included travel arrangements, preparing necessary travel documents, training trip participants in drama and musical presentations for ministry opportunities, securing items needed by missionaries, preparing all ministry tools, preparing and training teams for children's street ministry, one-on-one evangelism, and all other aspects of short-term mission outreaches.
- Served as North Texas Sectional Presbyter's assistant 1995-2001. Responsibilities included communication with and assisting sectional ministers, preparing and sending monthly newsletters regarding sectional announcements and information, coordinating and collecting all documents associated with ministerial credentials application, testing, and interview process annually.