

# Kelly Brown

## CONTACT INFORMATION

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EMAIL: [Kelly.Brown@tamuc.edu](mailto:Kelly.Brown@tamuc.edu)

## CURRENT

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| <i>Current</i><br>(Jan. 2020-Present) | <p>Butler Community College, El Dorado, KS<br/><i>Math Program Coordinator</i></p> <p>Hold sole responsibility of Math Labs. Manage Math Lab locations and Professional Math Tutors (in Andover and El Dorado) and the Virtual Math Lab, which offers free Math tutoring for our math students. Keep accurate records of the Math Lab usage via TutorTrac. Reach out to students that have unmet pre-requisites to rearrange their Math class schedule or assist in setting up a MMPA (My Math Placement Assessment) to attempt to test out of a Math course. Advise students regarding which option may be best for them and what some potential consequences maybe, especially for students repeating modules multiple times or have returned from a break in Math classes. Work with Testing Center with setting up and managing students taking the MMPA exams. Trouble shoot any errors with HonorLock proctoring. Review proctored MMPA recordings to approve for scores to be uploading into the system. Assist in entering test scores, as needed. Distribute and track Emergency Test Packets to the various Butler sites, including High School locations. Help students enroll in Math classes in Hawkes, including assistance with access codes. Work with instructors and students with special circumstances. Fill in as a substitute Math instructor or proctor on occasion. For remote testing, coordinate and approve all proctors and proctoring locations for Math exams. Participate in policy, personnel, budget, space, and curriculum development/changes. Train and support Math Faculty and peer tutors. Review Canvas courses shells. Communicate effectively across departments (Dean and Associate Deans in the STEM division, Registrar, Advising, Math Faculty, Institutional Research, Information Services, Testing Centers, Vice President of Academics, STEM Administrative Assistants, and Marketing) and multiple campuses. Plan and organize Pi Day Celebration to promote the Math Labs and General Tutoring labs. Work closely with lead faculty on departmental matters and any arising concerns.</p> |
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## WORK EXPERIENCE

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- Jan. 2018-Aug. 2019 | Parker University, Dallas, Tx  
*Assistant Director of the General Education Programs (promoted Feb. 2019 through Aug. 2019 –relocated to Wichita, Ks); Math, Statistics, and Physics Professor; General Education Faculty Advisor*  
Performed and took over several tasks of the Director of the General Education program and assisted the Dean of the General Education programs. Communicated and work well with other departments, attended and participated in meetings, completed weekly reports, completed forms for several administrative processes, gave feedback and suggestions regarding current and developing administrative processes, developed a more efficient process for advising students, managed and trained the General Education advising team. With the advising team, we advised and assisted students for pre-DS, pre-RT, pre-OTA, MTA, and pre-DC students. I would also advise periodically for students in the other General Education programs and followed up with students with more complicated situations. Advising included making the student's up-coming class schedule (with the required pre-requisite courses for their desired program) and contacting the student to approve the schedule; answering any questions that the student may have regarding their program and any application questions. Conducted other administrative tasks, including monitoring student attendance, reaching out to students that were absent or inactivity in online classes, managing the advising team in connection to student retention, and submitting early alerts for students with non-attendance. From Jan. 2018 to Aug. 2019: Consistently taught above the average teaching load. Organized, developed, and taught several (online and on-ground) under-graduate math (College Algebra and Trigonometry, Discrete Mathematics), Physics, and Statistics courses. Created and graded course material, syllabus, tentative schedule, handouts, homework, quizzes, and exams. Managed and updated grades in a timely manner. Held flexible office hours for students.
- OCT. 2017-JAN. 2018 | Parker University, Dallas, TX  
Aug. 2019-Present | *Adjunct Professor*  
Organized and taught several under-graduate Math courses (College Algebra and Trigonometry), Statistics and Physics. Created and graded course material, syllabus, tentative schedule, handouts, homework, quizzes, and exams. Managed and updated grades in a timely manner. Held flexible office hours for students.
- AUG. 2015-MAY 2017 | Wichita State University, Wichita, KS  
*Graduate Teaching Assistant in the Mathematics, Statistics, and Physics Department*  
Organized and taught several under-graduate math courses (Business Calculus, Pre-Calculus, and College Algebra) for two years. Created and graded course material, syllabus, tentative schedule, handouts, homework, quizzes, and exams. Managed and updated grades in a timely manner. Held flexible office hours for students.

## WORK EXPERIENCE CONT.

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- JUL. 2011-AUG. 2015 | Wichita State University, Wichita KS  
*Student Assistant at Disability Services*  
Acted as the lead book specialist for Disability Services, converted text-books and other relevant material into search-able electronic forms or into audio books. Trained, managed, and supervised other student assistants in the conversion of books. Filled out and created required paper work for book conversions. Contacted students for book delivery/Pick-up. Held the regular duties of a student assistant: manage the front desk, coordinate campus escorts (cart rides), answer phone, schedule tests and meetings, pick-up and deliver tests and mail, help students in the computer lab, proctor tests; scan, copy, and fax documents, and occasionally act as a note-taker.
- SUMMER 2015 & 2016 | Private Math Tutor, Wichita, KS  
Worked with an upper-class high school student to improve his basic mathematics skills and prepare him for real-life situations where mathematics is necessary.

## EDUCATION

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- MAY 2017 | Master of Science in MATHEMATICS, **Wichita State University**, Wichita, KS  
Major: Mathematics  
Advisor: Dr. Kirk LANCASTER/Dr. Mark WALSH  
GPA: 3.53/4
- MAY 2015 | Bachelor's Degree of Science in MATHEMATICS, **Wichita State University**, Wichita, KS  
Major: Mathematics | Minor: Chemistry  
Advisor: Dr. Paul SCHEUERMAN  
GPA: 3.36/4  
Involvement: Mortar Board Society (Treasurer for two years)
- MAY 2011 | High School Diploma **Derby High School**, Derby, KS  
In the top 5% of my graduating class and a Kansas Honor Scholar.  
Recipient of the President's award in academics and an academic letter.  
Involvement: National Honors Society and eight other clubs.  
Had 400+ hours of volunteer service in the last two years of high school.

## SKILLS

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- Computer skills:  $\LaTeX$ , Matlab, Jenzabar, Blackboard, Moodle, Canvas, Hawkes, Pipeline, Microsoft (Word, Excel, Powerpoint, Access), Abbyy FineReader, Premier Tools, Photoshop, html
- Professional skills & Attributions: Excellent organization, communication, and interpersonal skills.  
Very detail-oriented, hard-working, and polite.  
Highly responsible and reliable.  
Efficient time-managing, critical thinking and problem solving.  
Strong leadership skills and teamwork skills.  
Always willing to learn more and to strive beyond expectation.