

PERSONAL RESUME OF
WANDA ELLEN MATHIS, M.ED

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Academic Data: University of Missouri – St. Louis (1991-1993)

St. Louis, Missouri
Graduation – Summer, 1993
Master of Education – Secondary

University of Missouri – Rolla (1974-1978)

Rolla, Missouri
Graduation – May, 1978
Bachelor of Arts in English
Missouri Secondary Life Teaching Certificate

Salem High School (1970-1974)

Graduation – May, 1974

Professional Experience:

The Mathis Group, Inc. (1993-present)
Eureka, Missouri

Co-owner with husband, Keith, of The Mathis Group, a management training and consulting company.

Responsibilities include:

- Chief Executive Officer
 - Lead the development and execution of the company's mission/strategy
 - Implement long and short term plans
 - Responsible for day-to-day management decisions, procurement, payroll, and accounting
 - Hire/manage staff and trainers along with scheduling training dates and coordination of trainers and training materials
- Curriculum development – Research, write, edit course training materials

**Professional Experience
In Education:**

**Language Arts and Journalism Teacher (1993-1997)
Kirkwood School District
North Kirkwood Middle School
Kirkwood, Missouri**

- **Teacher of 8th grade language arts and journalism**
- **Instructor and supervisor of school's newspaper**
- **Cooperating Teacher for student teachers from University of Missouri – St. Louis**
- **Participant in numerous curriculum integration workshops**
- **Team Participant in facilitating curriculum integration retreat for Kirkwood teachers and staff**
- **Writer on language arts curriculum revision team**
- **Member of Missouri State Teachers' Association**
- **Member of Community Teachers' Association**

**Communications Teacher (1990-1993)
Jennings School District
Jennings Junior High School
Jennings, Missouri**

- **Teacher of oral and written communication skills.**
- **Cooperating Teacher for student teacher from University of Missouri – St. Louis**
- **Honoree for "Outstanding Contribution to Jennings Junior High"**
- **Co-sponsor of Trend**
- **Participant in Outcome Based Education Workshop**
- **Member of Parent Teacher Association**
- **Member of Missouri State Teachers' Association**
- **Participant in conferences on multiculturalism, cultural diversity, discipline, motivation, writing across the curriculum**

**English Teacher (1978-1989)
Potosi School District
Evans Middle School
Potosi, Missouri**

- **Teacher of language arts, reading, spelling, and Chapter 1 remedial language arts**
- **Potosi's Teacher of the Year and candidate for Missouri's Teacher of the Year in 1985**
- **Cooperating Teacher for student teachers from Webster University based in St. Louis, Missouri**
- **Developer and Writer of an Instructional Management System for Communication Skills Department, based on the Missouri Mastery Achievement Core Curriculum**
- **Presenter of a Creative Writing Workshop for Remedial and Enrichment Seminar**
- **Organizer of school's spelling bees**
- **Participant in conferences on classroom instruction, motivation, and creative writing**
- **Coach for junior high girls' volleyball and girls' track**
- **Member of Community Teachers' Association**
- **Member, Program Presenter, and Representative Teacher in Parent Teacher Association**

Professional Certifications:

**PMI-ACP (Agile Certified Practitioner) Certification from
Project Management Institute, July 2015**

Professional Memberships:

**Member of Project Management Institute
Member of Southwest Missouri PMI Chapter**