

# Résumé of Renée Hill

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## Qualification Highlights

Versatile, value-added individual who consistently demonstrates a unique combination of administrative and leadership skills, accountable to the ability to consistently meet organizational goals.

- Client-centered: Problem solver, critical and ethical thinker
- Community-oriented: Proven success building and sustaining community alliances
- Delivery system(s) specialist: Assessment, maintenance, and sustainability
- Strong English language skills: Oral, written, listening, and comprehension
- Competent interviewing, documentation, verification, and referral skills
- In-depth experience with technological trends and practices, software and hardware
- Culturally competent: Experienced working with ethnically/culturally diverse populations
- Team-oriented: Works collaboratively with personnel—all levels
- Dispute Resolution/Mediation trained
- Teachable spirit: Adapts well to new concepts/responsibilities, employment cultures, and changes

## Education

**Northeastern State University**, Tahlequah, OK

*Master of Arts - Communication*

Conferred May 2004

Summa Cum Laude: 4.0 GPA

**Northeastern State University**, Tahlequah, OK

*Bachelor of Arts: English*

Conferred May 2002

Minor: *Criminal Justice*

Cum Laude: 3.5 GPA

## Experience

Remington College, Webster, TX

8/2014 – 1/2016

*Learning Resource Systems Mgr. and General Education Instructor: English/Speech/Career Development*

- Managed the LRC per Remington College's corporate policies and procedures
- As LRC Manager, acted as test/proctor administrator
- Instructed students in Written Communication (English)
- Instructed students in Speech Communication
- Instructed students in Career Development

Bacone College, Muskogee, OK

2011 - 2014

*Instructor of English Composition I & II*

- Instructed students with the goal of mastering the mechanics and/or critical thinking required for the competent practice of utilizing Standard American English: written, spoken and comprehension
- Two consecutive semesters were spent instructing gifted students in English Comp I

*Instructor of the Fundamentals of Oral Communication [Speech]*

- Instructed students utilizing the foundational elements of human communication: Verbal and nonverbal
- Two consecutive semesters were spent instructing gifted students in the Fundamentals of Oral

## Communication

Northeastern State University, Tahlequah, OK

2000 – 2011

### *Instructor of English Composition I*

- Instructed students with the goal of mastering the mechanics required for the competent practice of utilizing Standard American English: written, spoken and comprehension

### *Instructor of Business/Professional Communication*

- Instructed students on current practices and techniques used in the professional-level world of communication

### *Instructor of Gender Communication* (This class curriculum was created by Renée Hill, MA, BA)

- Informed and instructed students in the various forms of verbal, nonverbal and technology-based forms of professional and nonprofessional forms of communication among gender—with an emphasis on the LGBTQ community, specifically in the workplace.

Help-In-Crisis, Inc., Tahlequah, OK

1998 – 2005

### *(3.) Sexual Assault Services Coordinator*

- Interviewed/scheduled/coordinated/trained volunteers' and SANE (Sexual Assault Nurse Examiners) nurses' schedules for a 4-county rape response system

### *(2.) Court Advocate*

- Assisted women with navigating the tribal and/or county court systems while in the process of obtaining a protective order for them and/or their children
- Educated women/children in domestic/sexually violent situations about possible options while [they were] re-evaluating and envisioning their lives during their transition period from victim to survivor, assisted women with developing a customized safety plan for them and their children.

### *(1.) Volunteer Coordinator*

- Coordinated approximately 100 agency volunteers in various areas: hotline workers, shelter volunteers, community service workers, *donations* volunteer assistants, and assisted with agency development (fundraising).

## Additional Relevant Experience

- 3 years of experience as an online university-level instructor experience
- Tahlequah, Oklahoma, Volunteer service: CASA (Court Appointed Special Advocates) Board Member, FQCHC (Federally Qualified Community Health Center) Board Member, Habitat for Humanity Board Member, Leadership Tahlequah (Oklahoma) Class X1
- 10 years of work experience as a computer-technician in Silicon Valley (Northern California)

## Computer Skills

- Software Applications: Microsoft Office Suite, Lync 2013
- Online-teaching Software: Blackboard, MOODLE, and QM (Quality Matters) online-teaching trained
- On-line database Boolean searching and database management experience
- Own/operate: Apple iPad Mini, Kindle, Dell LATITUDE E5430 Notebook, Dell OS(C) 450 GB desk top PC, HP LaserJet 1200 series printer and Epson stylus NX415 printer/scanner

## Interests

English literature, genealogy, domestic/international travel, and servant leadership