

Sue M. Adams

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Work Experience

August 1999 - present Bright Ideas, Inc. Camilla, GA

Vice President of Training and Quality Assurance

- Responsible for development and oversight of all curriculum
- Leader or co-leader of training classes for Microsoft Office products, PrintShop, Internet Training, Computer Fundamentals, as well as customized training for schools, institutions, and corporations
- Responsible for testing and usability assurances on websites and database products

1991-1999 Westwood Schools Camilla, GA

Head of Business Department, Computer Instructor

- Conducted technology plan for school, maintained all equipment including over 50 computers and 20 printers, designed and implemented teaching plans including software and books that are taught from K-4 through twelfth grade, coordinated with college computer labs to ensure students will have skills compatible with expectations for incoming freshmen.
- A job-focused computer training program for students has produced students who are able to secure a job 100% of the time when applying for computer-related work both for summer and college employment.
- Have personally taught the following subjects: Keyboarding, Lotus, Word Perfect, Microsoft Word, Power Point, Microsoft Excel, Microsoft Access, Microsoft Office Integration, Microsoft Works, Windows Basics, Troubleshooting and Maintenance, DOS Basics, Desktop Publishing, Advanced Composition, Academic Research using the Internet, Web Page Design, English, Accounting.
- Have also taught job employment skills including the preparation of Resumes and Cover Letters, compilation of computer portfolios for seniors, Job Interview Basics, How to Win Friends and Influence People by Dale Carnegie, John T. Malloy's Dress for Success, Business Etiquette, Time Management, and Study Skills.

1991-1999 Westwood Schools Camilla, GA

Contract and Community Computer Training--Night Classes

- Provided customized computer training to meet the needs of local businesses and individuals. Supervised and hired other teachers to provide a wider range of courses. Focus of course was to teach practical, usable, computer skills in a minimum of time.
- Courses taught included: Introduction to Windows I and II, Microsoft Excel, Microsoft Word, Word Perfect, Quick Books, Microsoft Works, Integration of Microsoft Office, Power Point, Internet Training.

1995 Thomas Technical Institute Camilla, GA

Instructor

- Taught night computer classes for Thomas Technical Institute using the facilities at the Westwood Computer laboratory.

1969-1998 J. L. Adams Farms, Inc. Camilla, GA

Bookkeeper

1964-1967 Colonel Charles Jones, CPA Auburn, AL

Clerical and Bookkeeping Temporary

Education

1967	Auburn University	Auburn, AL
B.S. Business Education; Minor-English		
1993-95	Thomas Technical School	Thomasville, GA
200 Hours of non-credit computer classes		
1994	Franklin Quest	Tallahassee, FL
TimeQuest Personal Productivity Seminar		
1996	Valdosta State University	Valdosta, GA
1 day Internet Training Class		
1997	RESA Leary, GA	
1 day Power Point Training Class		
1998	Albany State College	Albany, GA
16 hour--2 day Computer Training--Windows'95, Internet, Troubleshooting		

Interests and Activities

First Baptist Church--Camilla, Georgia--1967-1998

- WMU Director, Vacation Bible School Director, Acteens Director, GA Director, Mission Friends Director, RA Director, Sunday School Teacher
- Editor of WMU Newsletter
- Chairman of Centennial Celebration
- Flood Relief Volunteer

Tucker Baptist Association

- Chairman of Centennial Celebration for 23 associational churches

Mitchell County

- Elected to serve as Foreman of Grand Juries, Trial Jury, Coroner's Jury
- Chairman of Mitchell County Drug Awareness Committee during 1980's
- Camilla Garden Club, Junior Woman's Club, Heart Association

American Soybean Association--1988-1991

- As wife of the President and Chairman of the Board of the American Soybean Association, I served as hostess for national events at the American Soybean Conventions and across the country.

USDA & State Department--1989

- Represented the United States in meetings in Vienna, Moscow, St. Petersburg, Tokyo

Awards Received

Who's Who Among America's Teachers--1998

Most Outstanding Teacher--Westwood Schools--1995

Graduation Speaker--Westwood Schools--1995

Farm Family of the Year--1985

References

Furnished upon request.