

# Pamela Mishelle Malone

310 S. 5th St. | Kiowa, KS 67070 | (316) 755-8472 | pmlm531@gmail.com

---

May 4, 2021

Mrs. Sonja Williams  
Director of Human Resources  
Northwest Technology Center  
1801 S. 11th St.  
Alva, OK 73717

Dear Mrs. Williams,

I was pleased to learn of your advertised Computer and Business Technology Program Instructor position. As you will see from my resume, I have valuable experience in the fields of business as well as education, of which I am certain would be an asset to Northwest Technology Center.

I feel fortunate that my career and technical educational experience came at a time when technology and career readiness go hand in hand. Receiving my Masters degree and being a member of the Kansas Business Education Association has allowed me to receive up to date business and technology techniques and has expanded my knowledge to keep up with the rapidly changing world in which we live.

My greatest strengths include strong communication skills with staff, students, parents, and stakeholders, collaborative leadership, and assisting others in maximizing their potential while helping them achieve their goals. I possess a true passion for making connections and building relationships. My engaging methods of teaching hold students' attention and build a trusting community of learners. Because I believe in education, I possess an eagerness to continue learning through professional development and experience so that I can maintain a proficient learning climate for students.

I am confident that you will find that I am well equipped to successfully create opportunities for NWTC students through high quality educational experiences and would be honored to have the opportunity to be a part of your exceptional organization . Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Pamela M. Malone

# Application For Employment

**Northwest Technology Center**  
**Human Resources Office**  
 1801 11th Street  
 Alva, OK 73717  
 (580) 327-0344  
[applications@nwtech.edu](mailto:applications@nwtech.edu)

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

Northwest Technology Center considers all qualified applicants for each position and does not discriminate with regard to race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, marital or veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. Contact Title IX/Section 504 Compliance Coordinators at 1801 11th St., Alva, OK (580) 327-0344 and at 801 Vo-Tech Dr., Fairview, OK (580) 227-3708.

### (PLEASE PRINT OR TYPE)

Position(s) Applied for: Computer and Business Technology Program Instructor	Date of Application: 5/4/21
When are you available for employment: July 2021	Acceptable Minimum Salary: Negotiable
Referral Source <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Agency	<input type="checkbox"/> Friend <input type="checkbox"/> Other (Please specify) _____ <input type="checkbox"/> Relative
Additional materials submitted with employment applications become property of Northwest Technology Center and will not be returned to applicants.	

### PERSONAL DATA

Last Name: Malone	First Name: Pamela	Middle: Mishelle	Social Security Number: 448 48 9210
Present Address: 310 S. 5th	City: Kiowa	State: KS	Zip Code: 67070
Permanent Address: Same	City:	State:	Zip Code:
Home Phone (including area code): (316) 755-8472		Business Phone (including area code):	
Email Address: pmlm531@gmail.com			
Are you related to anyone who is currently employed at Northwest Technology Center? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please provide the following:			
Name:		Relationship: _____	
Have you ever been employed here before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Date:	
Are you available for work: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Shift Work: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any periods during the year when you will not be available for work?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, explain:	
What is your Oklahoma Teacher Retirement System (OTRS) status?			
<input type="checkbox"/> Retired <input type="checkbox"/> Active <input type="checkbox"/> Inactive <input checked="" type="checkbox"/> Non-Member			

**PERSONAL DATA CONTINUED**

Complete information requested for each level of education	School Name & Location City & State	Date Attended From - To	Year Graduated	Type of Certificate, Diploma, Degree, & Major
High School	Laverne High School, Laverne OK	1976 - 1980	1980	Diploma
College or University	NWOSU	1980 - 1984	1984	B. S. - Business Administration Minor-Secretarial Administration
	Fort Hays State University	2013 - 2016	2016	MSE - Master of Science in Education
		-		
Military School(s) Apprenticeship, or Other Trade or Technical Training Programs		-		
		-		
		-		
		-		

Please continue on a separate sheet of paper if you need additional space.

**EMPLOYMENT EXPERIENCE**

List each position held, beginning with your present or most recent position. Work back through previous positions and include military experience. Continue on a separate sheet of paper if you need additional space.			
Dates Employed		Name and Address of Employer	Job Duties
From	Mo. 8	Name: South Barber High School	Prepare students to become college and career ready in business and technology fields. Courses include Accounting 1 and 2, Business Technology, Keyboarding, Computer Applications, Business Essentials, Interactive Media, Work Experience Coordinator.
	Yr. 2016	Address: 1220 8th St.	
To	Mo. Current	Kiowa, KS 67070	
	Yr.	Phone: (833) 722-7237 Ext. 1	
Job Title: MS/HS Business/Technology Instructor			
Ending Salary:			
Supervisor: Brent Shaffer, Principal			
Reason for Leaving:		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Dates Employed		Name and Address of Employer	Job Duties
From	Mo. 08	Name: Moundridge High School	Prepared students to become college and career ready in business and technology fields.
	Yr. 2015	Address: 530 Cole St.	
To	Mo. 05	Moundridge, KS 67107	
	Yr. 2016	Phone: (620) 345-5500	
Job Title: Teacher - Middle School		Ending Salary:	
Supervisor: JoAnn Browne, Principal			
Reason for Leaving: Moved to be closer to family.		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	

Dates Employed		Name and Address of Employer	Job Duties
From	Mo. 08	Name: Valley Center High School	Prepared students to become college and career ready in business and technology fields including Web Design and Interactive Media.
	Yr. 2011	Address: 9600 N. Meridian	
To	Mo. 05	Valley Center, KS 67147	
	Yr. 2015	Phone: (316) 755-7070	
Job Title: HS Business/Technology Instructor			
Ending Salary:			
Supervisor: Jamie Lewis, Principal			
Reason for Leaving: Relocated		<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time

### EMPLOYMENT EXPERIENCE CONTINUED

Dates Employed		Name and Address of Employer		Job Duties
From	Mo. 8	Name:	Valley Center High School.	Coordinated principals' calendars; Prepared annual audit; Responsible for school website; Planned and coordinated school events.
	Yr. 2009	Address:	9600 N. Meridian	
To	Mo. 05	Valley Center, KS 67147		
	Yr. 2011	Phone:	(316) 755-7070	
Job Title: Office Manager/Admin. Asst to the Principal Ending Salary:				
Supervisor: Jamie Lewis, Principal				
Reason for Leaving: Began Teaching				<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Dates Employed		Name and Address of Employer		Job Duties
From	Mo. 05	Name:	Creative Business Resources, Inc.	Managed financial side of company; Recruited new customers; Provided customer service to existing customer base.
	Yr. 2000	Address:	100 N. Broadway	
To	Mo. 08	Wichita, KS 67101		
	Yr. 2009	Phone:		
Job Title: Co-Owner		Ending Salary:		
Supervisor: Self				
Reason for Leaving: Change of Career				<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time

### TEACHER CERTIFICATION AND LICENSING

Do you presently hold any type of teaching or administrative certification in Oklahoma? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, list type, number, and expiration date of certificate:	
Type: No.	Expiration Date:
Type: No.	Expiration Date:
Type: No.	Expiration Date:
Note: Specific information regarding teaching certification may be obtained by writing to Vocational Technical Certification, Oklahoma Department of Career and Technology Education, 1500 West Seventh Avenue, Stillwater, OK 74074, or by telephone (405) 377-2000.	

### TRADE CERTIFICATION AND LICENSING

Are you licensed or certified by any trade or profession? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, indicate kind of license or certificate: Current State of Kansas Teaching License	

### GENERAL INFORMATION

List any professional activities, skills such as typing, word processing, machine operation, special training, etc., or other information that is pertinent to this application and the position applied for. Please continue on separate sheet of paper if you need additional space.
<p>I have a B. S. degree in Business Administration with a minor in Secretarial Administration, and a Master's degree in Education. In addition, I have instructed middle and high school students in Keyboarding Skills, Word Processing, Adobe Photoshop, Adobe Premiere Pro, Accounting 1 and 2, General Office Procedures, Business Communications, the use of Google products, Telephone Techniques, Employability Skills, as well as preparing many students to be Microsoft Office Specialist certified. I oversee the South Barber Work Experience program, matching students with local and area businesses for work experience opportunities.</p> <p>I am currently a Kansas Business Educators Association (KBEA) and Mid-America Association for</p>

Computers in Education (MACE) member. I was President of the NWOSU college Phi Beta Lambda business organization and have been co-sponsor of high school FBLA.

At South Barber Schools: I am a Professional Development Committee (PDC) Member; Multi-Tier System of Support (MTSS) Team Member; Site Council and Wellness Team Member , Student Council Sponsor and MS and HS Scholars Bowl Coach

## REFERENCES

Persons listed must be able to provide information related to performance on the job.

Name:	Dr. Andi Giessen Asst Superintendent, Wichita Schools USD 259	Phone: 316-973-4436
Address:	28 West Deer Run	E-mail: agiesen@usd259.net
City:	Anthony	
State:	KS	Zip: 67003
Name:	Ceryl Washburn Retired USD 255 South Barber Counselor	Phone: 580-596-3241
Address:	614 E. 10th	E-mail: cherylw@southbarber.com
City:	Cherokee	
State:	OK	Zip: 73728
Name:	Steve Inslee Farmers Coop, Manager	Phone: 620-352-1183
Address:	20 James Way	E-mail: steve@abbyville-coop.com
City:	South Hutchinson	
State:	KS	Zip: 67505
Name:	Janell Goodno Kiowa District Hospital CEO	Phone: 620-200-5996
Address:	1250 SW Hawkins Rd.	E-mail: jgoodno@k-d-h.com
City:	Kiowa	
State:	KS	Zip: 67070

## AGREEMENT

<p>I certify that answers given herein are true and complete. False or misleading information given in my application or interview(s) will result in my not being hired and may result in discharge at anytime. I authorize you to refer to any current or former employers or others to verify statements made. Failure to complete this application in full will result in disqualification of my application.</p>	
Pamela M. Malone _____ Legal Signature of Applicant (Please type name to indicate agreement if submitting via e-mail)	5/4/21 _____ Date

FOR USE BY ADMINISTRATIVE PERSONNEL ONLY			
Position: _____	Interviewed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Interviewer: _____	Date: _____	Time: _____	
Position: _____	Interviewed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Interviewer: _____	Date: _____	Time: _____	
Position: _____	Interviewed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Interviewer: _____	Date: _____	Time: _____	
Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Position: _____		

Effective Date:

Salary:

Signature

Position

Date



# Pamela M. Malone

---

310 S. 5th, Kiowa, Kansas 67070 • Cell: (316) 755-8472 • [pmlm531@gmail.com](mailto:pmlm531@gmail.com)

I am a hardworking individual who encourages students to use critical thinking and collaboration to create a performance driven, career ready pathway. Through using innovative and industry focused teaching methods, I am able to maintain a meaningful student centered atmosphere. My objectives are to prioritize and maximize student success, and continually seek professional learning opportunities to better serve my students.

## EDUCATION

### **Master of Science: Education - Business Endorsement**

Fort Hays State University – Hays, KS; December 2016

### **Bachelor of Science: Major in Business Administration, Minor in Secretarial Administration**

Northwestern Oklahoma State University - Alva, OK; May 1984

## EXPERIENCE

**Teacher, 2016 to Present**

### **USD 255 - South Barber High School - Kiowa, KS**

- Prepare students for Microsoft Office Specialist certifications in Word, Excel and PowerPoint.
- Instruct students in Keyboarding, Business Essentials, Computer Applications, Accounting 1 and Advanced Accounting, Interactive Media, Work Experience Program Coordinator
- Created Kansas CTE Pathways for South Barber in Business Finance and Teaching as a Career.
- Collaborate with local and area business owners to find work experience placements for seniors.
- Active participant in teacher to teacher mentor program.
- SBHS Student Council Sponsor, SBHS Scholars Bowl Coach

**Teacher, 2015 to 2016**

### **USD 423 - Moundridge High School - Moundridge, KS**

- Prepared students to become college and career ready in business and technology fields.
- Enriched and created lesson plans following state academic standards.
- Analyzed data to assess student needs.
- Collaborated within a Professional Learning Community.

**Teacher, 2011 to 2015**

### **USD 262 - Valley Center High School - Valley Center, KS**

- Pioneered new course in Interactive Media to include Adobe Photoshop, Illustrator and Premiere Pro.
- Modified instruction to fit the needs of various learning styles.
- Communicated with parents and stakeholders throughout the academic year for CTE Pathways and student Internships.

**Administrative Assistant to the Principal/Office Manager, 2009 - 2011**

**USD 262 - Valley Center High School – Valley Center, KS**

- Coordinated, scheduled and arranged calendars for three principals and the school facility.
- Prepared annual audit and other confidential reports.
- Responsible for school website management.
- Planned and coordinated logistics and materials for parent/teacher conferences, open enrollment and other school events.

**Creative Business Resources Co-Owner, 2000 to 2009**

**Creative Business Resources, Inc. – Valley Center, KS**

- Recruited new customers.
- Provided customer service to existing clients.
- Managed financial side of company.

**Trust Officer 1984 to 1988**

**BANK IV – Wichita, KS**

- Managed portfolios for trust customers.
- Responsible for all client contact and communication.

**PROFESSIONAL ASSOCIATIONS / VOLUNTEER EXPERIENCE**

Kansas Business Educators Association (KBEA)

Mid-America Association for Computers in Education (MACE)

Barber County Extension Board

South Barber Professional Development Committee (PDC)

South Barber Multi-Tier System of Support Team

South Barber Site Council and Wellness Team

## REFERENCES

---

**Dr. Andi Giessen**  
**Assistant Superintendent**  
**Wichita Schools USD 259**

28 West Deer Run | Anthony, KS

(316) 973-4436

**Mrs. Cheryl Washburn**  
**Retired Counselor**  
**South Barber Schools USD 255**

614 E. 10th | Cherokee, OK

(580) 596-3241

**Mr. Steve Inslee**  
**Farmers Coop Manager**

20 James Way | South Hutchinson, KS

(620) 352-1183

**Mrs. Janell Goodno**  
**CEO**  
**Kiowa District Hospital**

1250 SW Hawkins Rd. | Kiowa, KS

(620) 200-5996