

TONYA D. PEAK



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TEACHING & LEAD FACULTY MEMBER HIGHLIGHTS

- 13 years online course instructor
- Taught an array of courses at varying academic levels
- Experience with diverse audiences
- Experience with multiple course delivery platforms
- Daily/timely responses to student communications
- Outreach to at-risk students
- Lead faculty member
- Participate in professional development
- Participate in curriculum review

CAREER EXPERIENCE

ONLINE INSTRUCTION AND LEAD FACULTY MEMBER September 2005 – Present

San Joaquin Valley College (Online Instructor 2005-Present)
Barstow Community College (Online Adjunct: 2007-Present)
Texas A & M University -Commerce (Online Adjunct)

- Online business, management, and accounting instructor, utilizing a variety of non-traditional teaching methods, for diverse groups of certificate and degree-seeking students
- Sample of courses taught and/or developed: Business Strategy/Strategic Management; Business Communications; Management and Supervision; Business Management Foundations; Small Business Management; Business Math Applications; Business Capstone; Senior Portfolio, Principles of Accounting I & II; Payroll Accounting Concepts; Federal and State Taxation; Managerial Accounting; Money Management; Project Leadership; Managing Organizational Change; Spreadsheet Management (Excel); Accounting Software Systems (QuickBooks); Professional Career Planning and Development; Salesmanship
- Experience teaching with multiple course delivery platforms: Canvas Learning Management System; Blackboard; Angel; eCollege; Moodle; Desire to Learn; Brightspace
- Respond to student emails/inquiries/questions in a timely and meaningful manner
- Contact students at the beginning of each new term to establish trust and communicate expectations
- Contact and reach-out to students, due to absences or poor performance, including motivating and tutoring students as needed outside of the classroom-conference calls, instant messaging, live online chat, or e-mail; refer students to counseling, tutoring, and/or library services as needed
- Managed fellow faculty members as a lead faculty member
- Remain current in fields of study through active involvement in professional development courses, continuously updating course materials, and conducting job and industry research through job ads and networking with professionals in the field
- Maintain daily schedule (effective time-management) to ensure timely task-completions, such as attendance and grade reporting, responding to administrative inquiries and requests, and completing administrative duties
- Participate in yearly curriculum program review and attend all faculty meetings

SELF-EMPLOYMENT: COURSE CONTENT DEVELOPER/INDEPENDENT CONTRACTOR September 2005 - Present

COURSE CONTENT DEVELOPER HIGHLIGHTS

- 13 years online course developer
- Over 80 fully developed courses
- Developed a range of courses at varying academic levels
- Mapping student learning objectives
- Group development experience
- Integrity and legal compliance

MANAGING AND SUPERVISING CURRICULUM PROJECTS HIGHLIGHTS

- Manage and supervise curriculum development projects
- Negotiate deadlines
- Review course content from SMEs
- Provide content-development training
- Develop templates for online content
- Initiate and communicate changes in curriculum needs or development processes
- Maintain and reconcile textbooks for online program
- Interview candidates

- Self-Managed business and accounting online course writer/developer for a variety of colleges and universities, utilizing a variety of online course delivery platforms
- Responsible for the full development (including syllabus, lessons, lectures, class discussion questions/topics/prompts, research projects, group projects, and quizzes/exams) of multiple (est. over 80) business courses as both an employee and an independent contractor; ensure courses meet all institutional-established criteria, including student learning outcomes
- Adhere to ethical expectations and copyright laws
- Active involvement in updating and reviewing (est. over 60) business courses, due to textbook edition changes or changes in student learning outcomes
- Extensive knowledge in mapping student learning outcomes to course activities and assignments
- Successful participation in group course-development projects with other subject matter experts, including experience with conflicts and resolutions in group-related course development assignments
- Timely completion of all development projects, contracts, and scheduled deliverables
- Personally responsible for the legal compliance and reporting of all self-employment income
- Sample of courses developed: Business Strategy/Strategic Management; Business Communications; Management and Supervision; Alternative methods of Problem Solving; Conflict Management; Business Management Foundations; Small Business Management; Business Math Applications; Fundamentals of Negotiation; Business Capstone; Principles of Accounting I & II; Payroll Accounting Concepts; Federal and State Taxation; Managerial Accounting; Money Management; Meeting Planning; Project Leadership; Managing Organizational Change; Nonprofit Organizational Management; Spreadsheet Management (Excel); Accounting Software Systems (QuickBooks); Customer Service and Sales; Professional Career Planning and Development

MANAGING AND SUPERVISING PROJECTS/CURRICULUM ASSISTANT AND COACHING ROLE

2016 - Present

- Project Management-Manage, lead, and supervise the timely delivery of scheduled work product and projects from SMEs from start to finish
- Negotiate timelines for project deliverables and motivate faculty to meet their deadlines
- Reviewer for the course development projects of fellow faculty members-subject matter experts (SMEs)-review, edit, and revise course content material
- Provide course content development training, coaching, and assistance to faculty members and SMEs

ACCOUNTANT HIGHLIGHTS

- Public auditing
- Tax preparation
- Payroll preparation
- Accounting Software

BUSINESS OWNERSHIP HIGHLIGHTS

- Certified owner and sole-operator
- Completed all business-related activities

- Provide continued training for changes in curriculum content and/or processes
- Maintain and reconcile monthly/current textbook data for the online program (105 courses)
- Review data reports and maintain data for course changes, updates, and edits to improve course efficacy and data reporting
- Manage curriculum updates for changes, as needed, based on identified issues and/or curriculum changes and/or textbook edition changes
- Consult with faculty, academic dean, and curriculum manager concerning identified course issues (Problem-Solving) and make implementation plans for improvement and prepare recipients for curriculum changes
- Attend and participate in all curriculum meetings
- Interview and recommend new candidates for hire, while abiding by employment laws

STAFF ACCOUNTANT (TINGLER, MILLER, AND GUY CPA FIRM)

2003

- Assisting senior managers in auditing public clients to include evaluation of internal accounting controls, risks, and compliance with generally accepted accounting standards, while maintaining expected professionalism and ethical standards in daily duties
- Preparation of state and federal personal and business income tax returns, including various tax situations
- Utilization of various accounting software to complete accounting tasks

BUSINESS OWNERSHIP

1998 – 2000

- Certified, licensed child care provider (US Navy spouses program)
- Attended required monthly child development training, including remaining current and compliant with all safety requirements and certifications
- Organized, provided, and taught age-appropriate, daily curriculum and activities
- Effectively communicated and worked professionally, in partnership, with parents and guardians to provide daily observations and information concerning activities, meals served, and behavior
- Scheduled and facilitated family meetings to discuss identified (Behavior, Learning) issues and offered resources for family assistance
- Supported social and emotional development of children often facing non-traditional family issues (Military)

EDUCATION AND PROFESSIONAL CERTIFICATION HIGHLIGHTS

- Master of Business Administration (MBA)
- B.S. Accounting
- MOS Excel Certified
- Retail Management Certified
- Bookkeeping Certified
- Customer Service and Sales Certified

LEADERSHIP AND VOLUNTEER HIGHLIGHTS

- Board member-Event Coordinator and Planner
- Negotiate Contracts
- Meeting Planning
- Board member-Middle School Liaison

PROFESSIONAL ASSOCIATIONS

- Delta Mu Delta Honor Society in Business
- United States Distance Learning Association

- Personally responsible for all business-related activities, including record-keeping (Attendance records and contracts for compliance and subsidies) and business-related income tax preparation

EDUCATION AND CAREER/PROFESSIONAL CERTIFICATIONS

Master of Business Administration, January, 2006
Outstanding Graduate. Southern New Hampshire University; Manchester, N.H.

Bachelor of Science in Accounting, May, 2003
Magna cum Laude. Southern New Hampshire University; Manchester, N.H.

Microsoft Office Specialist (MOS) Excel 2016
Certified, May 4, 2017. Certiport.

Retail Management Certification, December 2016.
National Retail Federation.

Customer Service and Sales Certification, April 2016.
National Retail Federation.

Certified Public Bookkeeper, November 2015.
National Association of Certified Public Bookkeepers.

LEADERSHIP AND VOLUNTEER EXPERIENCE

Event Coordinator and Planner: Athletic Booster Club Board/Officer Position. From initiation to successful completion-coordinated, planned, and executed all events, projects, and functions, communicating with and meeting with the community, negotiating contracts with vendors, and soliciting donations and raising funds for local sports. Assisting president with planning booster club agenda items for monthly meetings.

Middle School Liaison. Athletic Booster Club Board/Officer Position. Bridging the gap between high school and middle school athletic communications and activities.

PROFESSIONAL ASSOCIATIONS

Member: Delta Mu Delta Honor Society in Business.
Member: United States Distance Learning Association.