

BRENDA MASON

6237 DIVISION ROAD REAR • HUNTINGTON, WV 25705

304.942.6939

CAREER OBJECTIVE

To obtain a career that maximizes my potential and utilizes my strengths to achieve organizational goals while providing opportunities for personal growth and continuous learning.

EXPERIENCE

2009 – Present: AdvancED NCA CASI, Career, Technical, and Postsecondary Education Accreditation Office and West Virginia State Office, Accreditation Division – Marshall University, South Charleston, West Virginia

- Provides communication to accredited schools and governmental agencies
- Coordinates accreditation activities for postsecondary schools – team chairs and team members
- Reviews, edits, and summarizes accreditation reports
- Provides member schools with technical assistance and training
- Visits schools in the nineteen NCA CASI states for readiness and accreditation purposes
- Manages substantive change process and programs lists required by USDE
- Conference planning on implementation

2001 - 2009: Loudoun County Public Schools – Loudoun County, Virginia Teacher, Business Education (2007 - 2009)

- Sterling Middle School, Business Education Teacher

Substitute Teacher (2001 – 2003)

- Substitute on-call employee for the administrative office and various schools throughout the county

2003 – 2008: Shenandoah University - Winchester, Virginia Adjunct Instructor – Study Skills, College of Arts and Sciences (2006 – 2008)

- Teaching study skills class to at-risk incoming freshmen

Human Resource Assistant – Employment and Training (2004 – 2007)

- Payroll processing; training and orientations; reporting; employee assistance; supervising work study students; establishing database records and e-mail accounts; administering surveys
- SACS Accreditation Administrative Team Member representing Finance and Administration
- Team leader for Human Resources Datatel software implementation

Student Activities/Summer Programs & Residence Life – Office Manager (2003 – 2004)

- Processed contracts; planned and implemented events; managed work study students

2001 – 2003: Edward Jones – Berryville, Virginia Branch Office Administrator

- Office management, purchasing, marketing, advertising, and customer service

1994 – 2001: Rubberlite, Inc. - Huntington, West Virginia

President's Executive Assistant/ Marketing Assistant

- Assisted president; acted on his behalf at community functions; MU skybox organizer
- Provided assistance to the marketing department; planned and attended trade shows; maintained and assisted with development of Web site content
- Newsletter editor; Chair of Wellness Committee; ISO certification team and Safety Committee member

Accounts Receivable Manager

- Posted accounts receivable receipts, analyzed credit history, established credit terms, reviewed aging report, administered credit holds, made collection calls, processed customer refunds, reconciled monthly A/R accounts, managed petty cash, communicated with sales regarding credit holds
- Processed timecards, tracked attendance and leave time
- Processed employee loans, vacation and travel advances
- Established a system for short pays and dunning letters

Executive Assistant

- Performed customer service functions; processed invoices; assisted president; booked travel

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1986 – 1994: Macy’s Department Store (Formerly Lazarus) - Barboursville, West Virginia Cosmetics Department Office Manager

- Responsible for budgeting; inventory control; calculating sales commission; time sheet auditing; attendance tracking; vendor invoicing; managed, recruited, hired, and trained fragrance models; supervised 25 employees; prepared weekly work schedule; coordinated special events and promotions; communicated, monitored, and tracked department and individual sales goals; sales merchandising

Cosmetics Counter Manager/Fragrance Sales Rep

- Counter sales manager; customer service; purchasing; product merchandising

1986 – 1994: Volunteer Teacher’s Aide (Gifted Program) – Cabell County Board of Education

- Tutor for reading and math; administered tests; graded papers; field trips; administrative duties

EDUCATION

Shenandoah University – Winchester, Virginia

Master of Science in Education (Pursuing – 6 hours remaining)

Initial Teacher Licensure Certificate

Public Management Certificate - Public Administration Management Graduate Program

Marshall University - Huntington, West Virginia

Regents Bachelor of Arts

Associate in Science - Accounting

COMPUTER SKILLS

AS400 Student Module/Payroll Module

Datatel Colleague HR/PE/PR Modules

Word processing (Microsoft Word)

Spreadsheets (Excel)

Presentation software (PowerPoint)

Calendar/scheduling (Outlook)

Databases (Access)

Desktop Publishing (Page Maker)

Accounting Software (Macola)

Internet

AWARDS AND INTERESTS

Presenter: Student Retention Strategies

AdvancED National Conference, 2010, Atlanta, Georgia

ATEA's National Conference on Technical Education, 2010, Indianapolis, Indiana

AdvancED Missouri State Conference, 2009, Jefferson City, Missouri

ACTE Ohio Conference – 2009, Columbus, Ohio

National Business Education Association Member (NBEA)

Shenandoah University Mentor for Project Success program (At-risk freshmen)

Officer for the Shenandoah Valley Marshall University Alumni and Friends

Rubberlite Review Editor

- Created the first company newsletter and served as editor for five years. My responsibilities included compiling content, writing articles, formatting/layout, graphics, proofreading/editing and distribution of the newsletter.

Rubberlite Wellness Committee Chairman

- Successfully implemented programs that not only benefited the employees but saved our company money as well. Organized charitable events to benefit our community including Relay for Life.

Lazarus Recognitions

- Earned Oscar de la Renta “extra effort award”
- Organized a fashion show with proceeds benefiting the local YMCA
- Awarded Associate of the Month and Best of Support

Bible School Director and Teacher

Society for Human Resource Management (SHRM) Member

Officer for the Cabell County Gifted and Talented Association

Officer for the Cabell Midland Academics Boosters

Alpha Kappa Psi Professional Business Fraternity Member

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ADDITIONAL TRAINING AND DEVELOPMENT SEMINARS

W. Edwards Deming Total Quality Management and SPC Seminar – Marshall University Byrd Center
Statistical Process Control – Toto and Dr. Nancy Mann
Competitive Analysis – AMA (American Management Association)
Consensus Building – Collins Career Center
How to Design Eye-Catching Brochures, Newsletters, Ads, & Reports – Career Track
Conference for Desktop Publishers – CompuMaster
Effective Marketing Plans and Competitive Strategies – Rockhurst College/National Seminars
How to Prepare and Use the Annual Marketing Plan – Katz Graduate School of Business
E-Commerce and Web Marketing Strategies – Rockhurst College/National Seminars Group
Myers Briggs Personality Type Workshop – Collins Career Center
Discovering the Secrets of Microsoft Access – CompuMaster

PROFESSIONAL REFERENCES

AdvancED

2520 Northwinds Parkway
Suite 600
Alpharetta, GA 30009

Melinda Isaacs – Former Associate Vice President for Postsecondary Education
mrisaacs@access.k12.wv.us

Sherri Nash – Director, Postsecondary Education
snash@advanc-ed.org
888.413.3669 Extension #6927

Shenandoah University

1460 University Drive
Winchester, VA 22601
(540) 665-5454

Dr. Debbie Wyne – Director, Academic Support Services
dwyne@su.edu

Guillermo Ubilla - Former Director for Residence Life (Former Supervisor)
quillermox@ubilla.net

Rubberlite, Incorporated

PO Box 2965
Huntington, WV 25728
(304) 525-3116

Pam Nelson, Former Human Resources
pmccoy@rubberlite.com

Kevin Ross, Marketing Manager
kross@rubberlite.com