

CURRICULUM VITAE

DOROTHY L. PRESLEY

Pepperdine University
Masters of Business Administration 1979
Emphasis: Management

California State University, Los Angeles
B. S. in Business Administration 1974
Emphasis: Accounting

OTHER EDUCATION AND CAREER DEVELOPMENT

California Basic Education Skills Test (CBEST) 2000
Disaster Recover Institute – Business Continuity Planning Certification (Passed) 1998
University of California, Los Angeles – Executive Marketing Program Certificate 1996
University of California, Los Angeles – Project Management for Software Development Certificate 1998
University of California, Los Angeles – Fundamentals of Project Management 2003
Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook, and Microsoft Project - continuous

TEACHING EXPERIENCE

Los Angeles Community College District Los Angeles Harbor College
Los Angeles, CA 90744

Adjunct Professor 2002 - Present

Developed Course Outlines, Student Learning Objectives, Student Assessments, Course Syllabi, administered all assignments and assessments for the following courses, and confer with students during established office hours.

- Introduction to Business
- Microsoft Access
- Microsoft Office Suite
- Records Management
- Medical, Legal, and Machine Transcription (Beginning and Advanced)
- Keyboarding (Beginning and Advanced)
- Office Machines
- Keyboarding Improvements (Skill Building)
- Microsoft Word
- Intuit QuickBooks Accounting (Desktop and Online)
- Business English
- Introduction to Accounting 1 and 2
- Business Computation
- Customer Service

DOROTHY L. PRESLEY

Teaching Assistant to Business Division Department Chair

09/2001 – 12/2001

Developed course syllabus, collaborated on curriculum and exam development, met with students upon request, and graded all exams.

- Introduction to Business

RELATED EXPERIENCE

Los Angeles Unified School District Los Angeles, CA 90017

Senior Technical Project Manager

06/21/2003 – 08/02/2013

Provided project and system management capabilities for several enterprise wide applications (Benefits Administration, Radio Upgrade Project (FCC Narrowing Banding), SAP Benefits Module

Boeing Space Company El Segundo, CA 90245

Contract Staff Accountant

06/01/2001 – 03/01/2002

Responsible for international accounting and finance functions. Prepare wire transfers, audit foreign office expenditures, and fund accounts as needed. Reconcile balance sheet accounts and perform special projects as requested or needed by management.

Los Angeles Unified School District Los Angeles, CA 90017

Project Management Consultant

06/01/1998 – 01/02/2000

Responsible for System Development Life Cycle process for the payroll time reporting and labor distribution system for classified employees. Prepared Business Continuity Plans for: Payroll System, Human Resources System, Time Reporting System, Integrated Finance System, and Automotive Maintenance System.

Hughes Electronics El Segundo, CA 90245

Corporate Systems Project Manager

06/22/1977 – 05/01/1998

Provide project and system management capabilities for various enterprise applications (General Ledger, Corporate Consolidation, International Human Resources, International Compensation, Recruitment Program for Business Development Managers, and Training).

PUBLICATIONS and CERTIFICATIONS

Certified QuickBooks User Certifications (Desktop)

Reviewer: Records Management, 10th Ed., Cengage Publishing

2014

LANGUAGE:

English – Native Language

MEMBERSHIP:

National Business Education Association

REFERENCES:

Excellent Business and Professional references are available upon request.