

## Resume

### Tammy M. Clark

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### Professional Experience:

E-Learning Graduate Assistant  
University of North Carolina Wilmington, Wilmington, NC 2006-present

- Provide WebCT CE and WebCT Vista 4 technical support to faculty and students.
- Assist faculty with the design and development of online courses.
- Design and develop job aides to assist students and faculty.

Administrative Assistant to Vice President of Student Development  
Cape Fear Community College, Wilmington, NC 2003-2005

- Responsible for daily office management, for department of forty professionals, with communications, purchasing, inventory, equipment, travel and leave.
- Assisted Vice President with scheduling and preparation for committee meetings, budget reviews and employee reviews.
- Responsible for the scheduling, coordination, implementation and production of all school commencements.
- Communication with support staff, directors, vice presidents, students and parents.
- Provided assistance with all special projects including student catalog and school calendar.

Administrative Assistant to Director  
Coastal Carolina Institute of Massage Therapy, Wilmington, NC 2001-2003

- Responsible for all administrative functions within the school including grades, student records and board accreditation process.

Sales Representative  
Standard Register, Wilmington, NC 2000-2001

- Serviced accounts including area hospitals with forms management programs.

Account Executive  
Direct Graphics, Sidney, OH 1991-1999

- Responsible for sales of business-to-business direct mail services.

- Recognized for meeting and exceeding sales goals annually.
- Developed strong customer relationships with clients.

Sales Executive

America In-line, Seymour, IN

1989-1990

- Sold in-line web printing and finishing to large volume customers.
- Built up new sales territory and managed local satellite office.

Sales Executive

UARCO, Incorporated, DeKalb, IL

1985-1988

- Responsible for layout, design and production of business-to-business catalogs.

**Software skills**

- Microsoft Word ▪ Microsoft Excel ▪ Microsoft PowerPoint ▪ Microsoft Project ▪ Microsoft Publisher ▪ Macromedia Dreamweaver ▪ Macromedia Fireworks ▪ WebCT (course management system) ▪ WebCT Vista (learning management system) ▪ SumTotal ToolBook ▪ Inspiration ▪ Camtasia ▪ Premiere Pro ▪ SnagIt

**Education:**

MS, Instructional Technology, University North Carolina Wilmington,  
Wilmington, NC

2005-2007  
(December)

BS, Graphic Arts Technology, Northern Illinois University,  
DeKalb, IL

1978-1983