

Elizabeth P. Vickers

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OBJECTIVE

To be associated with a university where I can successfully use my education and passion for teaching for the benefit of my students and the university.

EMPLOYMENT HISTORY

January 2013 – Date

- **Southeast Community College, Lincoln – Business Communication Strategies Adjunct Instructor and**
- **English Composition Adjunct Instructor**

August 2012 – December 2014

- **University of Nebraska – Lincoln, (CoJMC) Business Communications Adjunct Lecturer (Online classes)**

September 2012 – November 2012

- **Metro Community College –Instructor for English Composition 101**

2010 – 2012

- **Colorado Technical University – Sioux Falls, SD Adjunct Faculty – English Composition (on-campus classes and online classes) emphasis on Rhetoric/composition**

2009 – 2010

- **Colorado Technical University, Sioux Falls, SD Adjunct Faculty – Medical Transcription**

2004- 2012

- **Kilian Community College, Sioux Falls, SD**
Adjunct Faculty – Allied Health Courses in
 - Pharmacology, Laboratory Medicine, Human Diseases, Anatomy and Physiology, Medical Terminology. (Some classes had an online component on Moodle).
 - English composition (one semester).

2001-2012 The Orthopedic Institute, Sioux Falls, SD

- Full Time - Medical Transcriptionist (typing speed 70+ wpm).

2000-2001 Healthscribe India, Pvt., Ltd., Bangalore, India
Medical Transcription Trainer

- Trained and evaluated Students for Medical Transcription
- Successfully completed proofreading course within the company
- Transcribed medical reports of multi-specialties for Oregon Health Sciences University and University of Michigan.

1998-2000 Innovex Systems/CBay India, Bangalore, India
Senior Trainer

- Taught English and Medical Transcription styles as per AAMT guidelines.
- Designed the training program for Medical Transcription which included entrance tests, day-to-day scheduling, weekly tests, etc.
- Trained 5 batches of 30-50 students each for CBay, India.

- Successfully completed a 3-week training program in proofreading and editing at CBay Systems, Annapolis, MD.

1997-1998 Baldwin Girls' High School, Bangalore, India
English Teacher

- Taught English literature and English Grammar for 6th, 7th and 8th grade

1996-1997 Qualiscribe India Pvt., Ltd., Bangalore, India.
Medical Transcription

- Completed the transcription training, which included medical terminology, anatomy and physiology, pharmacology, pathology, and formatting styles as per the AAMT Book of Style.
- Transcribed for the University of Nashville, Tennessee.

1995-1996 Adarsha College, Bangalore, India

- **Lecturer, English Literature.**

General Instructional Duties at the universities/colleges

- Teach and assist students, providing extra time if and when needed
- Make the syllabus according to institution guidelines
- Report grades
- Attend faculty meetings as directed.
- Create and perform assessment measurements and report assessment information to course director.

Courses successfully completed (offered by Colorado Tech):

- Online Teaching Techniques (4 CEC)
- Enhancing Student Learning (4 CEC)
- Teaching Medical Terminology in Fun and Exciting ways (4 CEC).
- Teaching English Language Learners (4 CEC)

Courses successfully completed at Kilian Community College

- **Master Faculty Program offered by Kilian.**

Served on Kilian Faculty Senate Board for 2 years

Awarded “#1 Instructor” by student vote in 2011

RELEVANT EDUCATION

1993-1995 MA English, Bangalore University, India (**Have original transcripts and Translation by Educational Perspectives in sealed envelope**).

1980-1983 Bachelor of Science (BSc), Mount Carmel College, BU, India (**Have original transcripts and Translation by Educational Perspectives in sealed envelope**).

1978-1980 Pre-University, Mount Carmel College, Bangalore, India (11th and 12th grade)

1977 ICSE (Indian Certificate for Secondary Education) (10th grade)
Cathedral High School, India