

# Lantz Ferrell

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## **PROFESSIONAL EXPERIENCE**

### **University of West Georgia**

**Carrollton, GA**

#### ***eCore Testing Coordinator***

***June 2017 – present***

- Responsible for the coordination and execution of proctored exam cycles through eCore

### **West Georgia Technical College**

**Carrollton, GA**

#### ***Adjunct Instructor***

***October 2014 – June 2017***

- Provide computer training to businesses through Corporate Training
- Provide computer training to individuals seeking Community Education
- Administer and proctor PearsonVue, TEAS, PSB, GACE Paraprofessional Assessment, PEST and Comira exams
- Plan curriculum for Community Education and Corporate Training classes in Introduction to Computers, Microsoft Office Word (beginner and intermediate), Excel (beginner, intermediate and advanced) and PowerPoint
- Administer and proctor PearsonVue, TEAS, PSB, GACE Paraprofessional Assessment, PEST and Comira exams

### **Copiah-Lincoln Community College**

**Wesson, MS**

#### ***Workforce Education Training Specialist***

***October 2013 – July 2014***

- Managed on-line Continuing Education classes
- Coordinated Continuing Education workshops, certificates and CEU record requests
- Provided personal development computer training for individuals using Microsoft Office Word, Excel (beginner and intermediate) and PowerPoint
- Interacted with and trained business & industry professionals (on-campus or on-location) in Microsoft Office Excel (beginner, intermediate and advanced)
- Planned and presented curriculum for each class (specialized as needed)
- Taught and assisted college personnel (three campuses) in the campus conversion to Windows 8
- Taught two concentrated short-term sessions for college students lacking components in the Internet Core Competency Certification (IC3)
- Test proctored for IC3 test

#### ***Workforce Education Adjunct Instructor***

***Spring 2013***

- Provided personal enrichment through computer training for individuals utilizing Microsoft Office Word, Excel, PowerPoint and Outlook
- Assisted individuals at the local senior center in the navigation of computer software – such as Microsoft Word and the Internet
- Planned and presented computer activity-based curriculum for each class

## **PROFESSIONAL EXPERIENCE (cont'd.)**

### **Colonial Hills Christian School**

**Lithia Springs, GA**

#### ***Instructor***

***August 2003 – December 2012***

- Taught high school classes in the Microsoft Office Suite, Flash Animation, Microsoft Movie Maker, Government & Economics, U.S. History, Principles of Accounting and General Business
- Reviewed and entered grades and assignments into the school-based Internet software for student and parental review
- Mentored, organized and directed students in activities such as National Honor Society and National Beta Club, as well as school activities such as the Jr./Sr. Banquet

## **VOLUNTEERING EXPERIENCE**

### ***Circles of West Georgia***

***Carrollton, GA***

***March 2015 – April 2016***

- Listened to, discussed, encouraged and guided participant in skills needed to support a self-sufficient lifestyle
- Participate in regular Circles meetings as well as schedule gatherings of individual Circles group to interact in an informal social setting and to facilitate further discussion

### ***Goodwill Career Center***

***Carrollton, GA***

***February 2015 – December 2015***

- Provided hands-on résumé assistance to clients as needed
- Prepared and presented career workshop for community partner of the Goodwill Career Center
- Assisted career center clients in the check-in process and data collection needed for job fair engagement

## **EDUCATION**

### **University of North Alabama**

**Florence, AL**

***Master of Business Administration***

### **University of Mississippi**

**Oxford, MS**

***Bachelor of Business Administration***