

## Deidra N. Strothers

(708) 937-2401 ● 9348 Meadowview Drive ● Orland Hills, IL 60487

Deidra.Strothers@Gmail.com

I am a dependable, enthusiastic, versatile learner with innovative ideas as well as excellent communication skills. I am seeking a position to utilize my talents in a fast paced environment that promotes success, creativity, diversity and technology.

**Special Skills:** Event Planning, Marketing Collateral Preparation, Purchasing, Technical Writing, Proof Reading, TV Production, Video Editing, Character Generator, Switcher, Camera Operation, Lighting Techniques, Radio Production, Soundboard Operation, DVD-RW and CD-RW.

**Database:** Microsoft Excel & Access

**Programming:** Basic, Pascal, Html & JavaScript

**Software:** WebCT, Wimba, Edline, Wiki, Live Text, GradeQuick, Blackboard, Study Island, Accelerated Reader, United Streaming, Lotus Notes, PeopleSoft Accounting Software, MS Word, Power Point, MS Image Composer, MS Front Page, MS Notepad, MS DOS, Adaptec Easy CD Creator, Paint Shop Pro, Adobe Photoshop, Adobe Illustrator, Macromedia Flash, Quark Xpress, and DreamWeaver UltraDev.

### ● Professional Experience:

#### **District Sales Coordinator**

12/10 to present - AFLAC Insurance Rolling Meadows, IL

Teach people how to provide a financial safety net to protect their families' lifestyle, service existing accounts, assist policyholder claims, reconcile invoices, answer questions, sell services, prospect new business owners, cold calling, canvassing neighborhoods, generate referrals, schedule appointments, customize marketing collateral, conduct presentations to provide education for potential customers, recruit and train new associates.

#### **Technology Teacher**

08/10 to 11/10 - School District 132 Calumet Park, IL

Facilitated mandatory testing preparation, maintained the school website, designed/created/updated school newsletter, invented dynamic lesson plans to engage students, promoted on task behavior with positive rewards and created relationships with local businesses to promote community engagement.

#### **Admissions Specialist**

07/08 to 06/10 - Herzing University Rosemont, IL

Critically reviewed admission applications for accuracy, processed completed admissions applications for enrollment, initiated email campaigns, called prospective students to determine interest, created training presentation to aide admissions advisors, updated and distributed leads.

#### **Teacher**

12/02 to 06/08 - School District 162 Matteson, IL

Developed assessments and supplemental materials for students to enhance the curriculum, created engaging lesson plans and activities for students, utilized electronic media to further the education of students, interacted with parents and community members, created games and activities to make learning fun, created brochures, programs, flyers, five year business plan, powerpoint presentations, designed signs for symposium, demonstrated and explained technology to students and staff, composed letters & memoranda for Superintendent.