

# Leigh Anne Langston

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## CAREER GOAL

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Seeking opportunities for instructional design or training teachers to use technology in the classroom. I enjoy assisting teachers in developing lessons that will best utilize technology in the classroom, design lesson resources using technology and providing help desk or troubleshooting solutions.

## PROFESSIONAL SKILLS PROFILE

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- Independent and effective team player
- Well organized and attentive to detail
- Experienced with online education
- Excellent communication skills, written and oral
- Familiar with using Blackboard
- Lifelong learner

## COMPUTER SKILLS

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**Software/Programs:** Microsoft Office - Word, PowerPoint, Excel, Publisher; Google Drive - Docs, Spreadsheet, Presentation; Google+ Hangout; Cloud Computing; Windows Movie Maker; CamStudio; YouTube Video Editor

**Proficient** in using the Internet for research, email, and social media.

## EDUCATION

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**Master of Education in Teaching and Learning**, Liberty University Online, May 2014  
Cognate: Educational Technology and Online Instruction (High Distinction)

**Bachelor of Science in Business Administration**, Bridgewater College, Bridgewater, VA, June 1990

## CERTIFICATION & PROFESSIONAL AFFILIATIONS

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CPR and First Aid Certification , expires 2015

Trained Grant Writer, The Grantsmanship Center, 2003

## TEACHING & EDUCATIONAL EXPERIENCE

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**Curriculum Developer**, Greenwood Christian Academy, 2011-2014

- Developed curriculum to strengthened students' 21<sup>st</sup> Century skills in Technology, K-5
- Collaborated with homeroom teachers to enhance classroom lessons with technology, K-5

**Teacher**, Greenwood Christian Academy, Williamsburg, VA, 2011- 2013

- Developed and executed plans for fitness and physical activity for students utilizing websites, K-5
- Assisted 1<sup>st</sup> grade teacher with classroom management, grading and instruction
- Developed and executed lesson plans for 2 1/2 - 3 year old preschool class
- Enhanced classroom lessons with digital resources; designed lesson plans for integrating technology
- Produced & edited Academy's monthly newsletter with MS Publisher

**Director of Development**, Greenwood Christian Academy, 2010 - 2011

- Analyzed, prepared, and administered quarterly fundraising campaigns; obtained new financial donors
- Recruited and organized parents and volunteers for monthly and ongoing events
- Prepared and published press releases and marketing materials for events

**Children's Ministry Coordinator**, King's Way Church, Williamsburg, VA, 2005

- Managed volunteers and scheduling, nursery through 5<sup>th</sup> grade; purchased and distributed curriculum

## **OTHER WORK EXPERIENCE**

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### **HR Assistant/Payroll Administrator**, Citizens & Farmers Bank, West Point, VA, 1999 - 2002

- Administrative support to HR Director on all personnel and payroll processing
- Performs receptionist duties with call screening, answering questions and taking requests
- Process and maintain all personnel files, benefits packages, terminations, performance reviews, new employee files, and correspondence.
- Developed new employee orientation program

### **Office Manager & Personal Assistant**, Trinh Murphy, Realtor, Williamsburg, VA, 1996-1999

- Manage office with 3 employees for top producing agent.
- Answer telephones and take messages; distribute and respond to mail; operate general office equipment; create documents and spreadsheets; and answer routine inquiries from clients and agents.
- Draw up contractual documents for the sale or purchase of property and provide clerical support during the sales process.
- Manage all tasks from contract to successful closing to include: photocopying contract for all parties, correspondence with contractors and vendors, scheduling necessary activities to facilitate contractual obligations.
- Perform marketing tasks to include creating advertisements, posting photos and videos of available properties, producing brochures and fliers, planning open house events, scheduling property tours.
- Gather prospect information of buyers and sellers.

### **Corporate Relocation Coordinator**, Abbitt Realty, Hampton, VA, 1995-1996

### **Assistant Office Manager and Relocation Coordinator**, McCardle Realty, Williamsburg, VA, 1992-1995

### **Clinique Counter Manager**, Hecht's, Cary, NC, 1992

### **Office Assistant/Payroll**, Old Dominion Security, Hampton, VA, 1990-1992

## **VOLUNTEER ACTIVITIES**

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### **Fundraising Coordinator**, James City-Bruton Volunteer Fire Department, Toano, VA, 1995 to present

Associate Member status to assist in the fundraising efforts of the local volunteer fire department. Developed, implemented and managed direct mailings; Produce promotional news releases about on-site fundraising events; Assist Chaplain with administrative duties as needed.

### **A/V Coordinator**, Abundant Life Conference for Women, Williamsburg, VA, 2014

- Co-Director, 2010 & 2011

### **Co-Director**, Women's Ministry, Smith Memorial Baptist Church, Williamsburg, VA, 2008-2009

### **County Coordinator**, Child Evangelism Fellowship, Williamsburg, VA, 2005-2007

- Williamsburg Every Child Campaign

## **REFERENCES**

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**Maurice Nestor**, Academy Administrator  
Greenwood Christian Academy  
5251-37 John Tyler Highway  
Williamsburg, VA 23185  
(757) 345-0905  
mnestor@gcaroyals.org

**Dr. Steven Suders**, Former Pastor & Supervisor  
Crosswalk Community Church (Formerly King's Way Church)  
5100 John Tyler Highway  
Williamsburg, VA 23185  
(757) 870-0969

**Laura Shreaves**, Director of Human Resources  
Citizens & Farmers Bank  
West Point, VA  
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**Tracy Wainwright**, Director, Abundant Life Conference for Women  
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**Kristal Meeker**, Friend and former assistant  
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**Joanne Spangler**, Former Principal & 1<sup>st</sup> grade teacher  
Williamsburg, VA  
(757) 903-5385  
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**Dr. Ronald Wade**, Retired Pastor  
Lanexa, VA  
(757) 566-1055