

Mary Fallin Chance

Curriculum Vitae

P O Box 875 Carthage, TX 75633
Cell Telephone Number: 903/692-1776

Email: marychance105@gmail.com
August 14, 2019

Education

- B.B. A. Office Administration, Stephen F. Austin State University, Nacogdoches, TX, 1981
- Graduate Study, Amberton University, Garland, TX, 2006
- Petroleum Technology, AAS, Panola College, Carthage, TX, 2015
- Natural Gas Compression, AAS, Panola College, Carthage TX, 2015
- Yoga Teacher Certification, Panola College, Carthage, TX 2017
- Aerial Yoga Teacher Certification, Panola College, Carthage, TX 2017
- 250 Hour Aerial Yoga Teacher International Certification, Aerial Yoga Academy, Australia
- Teacher Training Associate with Aerial Yoga Academy, Australia

Teaching Experience

- *Adjunct Petroleum Technology Instructor: Energy Math & Computer Applications; convert decimals and fractions; calculate ratios and proportions in technical applications; prepare spreadsheets; presentation graphics; and word-processing*
- *Adjunct Petroleum Technology Instructor: Employee Success; A study of successful employee characteristics and employer expectation; teamwork, communication, workplace ethics, and conflict resolution*
- *Yoga and Aerial Yoga classes assist you in bringing into harmony the three aspects of body, mind, and spirit, through breath control, yoga postures, and visualization. Students learn to relieve tension, have more core strength and energy, and feel more relaxed*

Professional, Technical, and Work-related Experience and Skills

2000 - Present

PANOLA COLLEGE, Carthage, TX.

Assistant to the President/Grants Coordinator – provide support to the College President and Board of Trustees with scheduling, board meetings, policy revisions, annual budget hearings, event planning, and daily operations. Provide financial oversight for all college grant budgets; complete financial expenditure reports on all grants; assist federal and state auditors as needed; generate and evaluate bids/contracts; work closely with Texas Workforce Commission and local Boards

Grants/HR Coordinator – facilitate employee training in coordination with Human Resource Director, assist with benefits coordination and hiring processes; POISE-DPS Training

Student Activities Director/Residential Housing Director – Assist with residence hall duties; assist with student incident reports, track maintenance requests for residence halls; be accessible to students, fire drills as needed

1998 – 2000

SUNRISE COMMUNITY INC., Miami, FL.

Executive Director of The Arc of Fayette/Lamar Counties, Fayette, AL – Maintain and manage the integrity of a 90 employee not-for-profit organization providing support and assistance to 70 adults with developmental disabilities.

Professional Achievements and Publications

2006	CONSORTIUM LEADERSHIP AND RENEWAL ACADEMY (CLARA) – graduate PANOLA COLLEGE – Developed Business Office Procedures Manual
2003 – Present	ARBONNE INTERNATIONAL – District Manager
2004 – 2010	Texas Association of Continuing Educators (TACE) Conference Planning Member
2006 – 2009	Texas Association of Community College Human Resource Professionals Member