

# Amy Smelser

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## Objective

To work in communication, education and/or leadership to serve my community, share my knowledge and serve students.

## Skills Summary

Leading staff and supervising students

Planning, organizing, managing and promoting of events

Training staff in technology

Serving as liaison between staff and parents as well as between staff and students

Teaching grammar, writing and AP style

Writing professional letters and public relations pieces

## Mission

I believe each of us is given talents to share with others. My desire is to share what God has given me with others. As a lifelong learner, I am committed to continuing my education, both formally and informally. Everything I have learned in the professional setting has influenced my relationships with my husband and my children. Being committed to lifelong education sets an example for my children and allows me to provide for them spiritually, emotionally and physically.

## Activities and Interests

We are involved in our church where I teach an adult Sunday school class and volunteer with the children's ministry. In these rolls, I select or write lessons and present them which leads to my facilitating discussions. This allows me to do two things I love, research and write, in a more informal setting. Our children are involved in sports, choir, band and student leadership which means I am, too. We live on the family homestead in Huntington County where I am learning about crop and animal care.

## Professional Goals

My goal and dream was to teach in higher education. In 2013, Taylor University hired me to teach journalism as an adjunct professor, and my dream was fulfilled. I want to pursue teaching full time and work toward another lifelong goal, earning a doctorate.

## Experience

**Adjunct Professor of Communication, Indiana Wesleyan University, Marion, IN**      **January 2016-present**

- Teach introduction to newswriting and principles of communication
- Co-advise The Sojourn and GrantCOnnected.net (student publications)
- Accompany students to journalism conferences
- Prepare syllabuses and lesson plans
- Assist students outside of class
- Promote and attend IWU activities
- Identify and recommend contributors for student publications
- Counsel students on both personal and professional concerns

**Contract Public Relations and Enrollment Specialist**      **June 2014-December 2015**

- Assist non-public schools with IDOE reporting, state testing and student enrollment
- Prepare public statements for distribution, including social media
- Serve as a liaison between staff and administration
- Facilitate communication between staff, administration and the community
- Research and write grants
- Establish and maintain community contacts
- Plan and attend events as contracted
- Attend IDOE trainings
- Train staff, faculty and administration on IDOE requirements
- Assist with required student testing
- Attend local leadership trainings
- Participate in LEAD, Inc. classes
- Process tax credit scholarship applications
- Maintain tax credit scholarship accounts
- Set up and close out student management software throughout the year
- Train staff on student management software
- Work with Grant County Economic Growth Council to identify education opportunities

**Adjunct Professor of Media Communication, Taylor University, Upland, IN**

**August 2013-present**

- Teach introduction to media writing and advanced media writing
- Prepare syllabuses and lesson plans
- Assist students outside of class
- Promote and attend Taylor activities
- Identify and recommend contributors for student publications
- Counsel students on both personal and professional concerns

**Office Manager at Lakeview Christian School, Marion, IN**

**March 2009-June 2014**

- Created and maintained mandatory IDOE accountability records
- Prepared and processed enrollment, student records, and tuition accounts
- Researched and wrote grants
- Organized and tallied fundraising activities
- Served as liaison between staff, faculty, administration and church leadership
- Attended multiple IDOE and leadership trainings
- Designed, wrote and distributed weekly school newsletters
- Established social media presence
- Edited website content
- Handled student discipline and staff issues in the absence of the school administrator
- Selected and established a new student management system
- Trained staff and administration on student management
- Covered classes as needed
- Served in the kitchen (preparing and serving meals, managing accounts) as needed
- Assisted in ACSI and Freeway accreditation and renewal processes
- Applied for Title I, textbook and school choice scholarship funds
- Established and maintained tax credit scholarship accounts
- Processed tax credit scholarship and school choice scholarship applications
- Assisted in identifying and awarding financial aid
- Developed and maintained accounts receivable process
- Prepared documentation for accounts payable
- Worked with the church to manage room assignments for school activities
- Assisted in chapel

Attended classroom management training (earned master's credit though USD)

**Research Reader for Indiana Wesleyan University, Marion, IN**

**Fall 2008-May 2013**

Edited graduate nursing theses for grammar and formatting

**Volunteer Board Member for Fort Bliss Chapels, Fort Bliss, TX**

**June 2007-January 2009**

Hope Chapel Parish Council (Fall 2008-January 2009)

Participated in and supported ministry planning, including establishing drama ministry

Wrote and co-directed 2008 Chapel Christmas program

2 Vice President, Spiritual Life, Protestant Women of the Chapel (April 2008-January 2009)

Recruited and trained Bible study leaders for summer, fall, and spring sessions

Projected and maintained ministry budget

Watchcare Liaison, Protestant Women of the Chapel (June 2007-June 2008)

Pastored and supervised Watchcare staff; resolved issues between staff and parents

Implemented and scheduled children's ministry curriculum; maintained ministry budget

**Freelance Editor for World Gospel Mission, Marion, IN**

**Summer 1998-Spring 2009**

Edited *A Call to Prayer* copy for grammar and clarity

Wrote articles as assigned

## **Education**

**Indiana Wesleyan University**

**September 1994-December 1997**

Bachelor of Arts in English and Writing (double major); summa cum laude

**Liberty Baptist Theological Seminary**

**September 2008-May 2010**

Master of Arts in Christian Leadership; summa cum laude

**University of San Diego**

**Summer 2013**

**Regent University**

**January 2016-May 2017 (projected graduation)**

Master of Arts in Journalism

## References

Pastor Brad Terhune (personal friend; supervisor and ministry mentor from June 2009-August 2012)

603 W. 3rd St., Marion, IN 46953

765-603-0338

Dr. Douglas Ballinger (Lakeview Christian School Administrator from June 2011-present)

4175 W 505 N, Marion, IN 46952

765-667-9431

[dballinger@lakeviewchristian.net](mailto:dballinger@lakeviewchristian.net)

Mr. Mike Roorbach (Lakeview Christian School Administrator from June 2010-June 2011; applicant's high school teacher)

765-661-6065

[mroorbach@indy.rr.com](mailto:mroorbach@indy.rr.com)

Mr. Alan Miller (Indiana Wesleyan University, University Relations; former journalism instructor and newspaper editor)

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Dr. Donna Downs and Mrs. Kathy Bruner (Co-Chairs, Media Communication, Taylor University)

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