

Marisela (Marcy) Spears

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EDUCATION

Texas State University, San Marcos, TX **1980**
Honor Graduate
B.A. major-English; minor-Journalism
Graduate Courses - Legal Assistant Certification **1981**

Wayland Baptist University, Plainview, TX **2014**
Honor Graduate – 3.5 GPA
M.A. English

Angelo State University, San Angelo, TX **2017**
Honor Graduate – 4.0 GPA
School Counselor Certification

CURRENT POSITIONS **2018**

Angelo State University, San Angelo, TX
Dual Credit Instructor – Department of English

- English 1301: English Composition
- English 1302: Writing Across the Curriculum

Cherokee ISD, Cherokee, TX
English Language Arts Instructor

- English I, II, III & IV

WORK EXPERIENCE

San Saba ISD, San Saba, TX **Aug. 2017 - May 2018**

- Middle School teacher
- 7th grade - English Language Arts & Reading
- 8th grade – Advancement Via Individual Determination (AVID)
- UIL coach – Oral Reading, Ready Writing, and Editorial Writing

San Saba ISD, San Saba, TX **Feb. 2017 - May 2017**

- Long-term substitute teacher
- Facilitator for IPC, Chemistry, and Physics teacher
- Worked under the direction of Region 15 Science Specialist

Mullin ISD/Pecan Ridge High School/TDCJ **Aug. - Oct. 2016**

San Saba, TX

- English teacher – English I-IV
- Journalism, Speech, and Creative Writing teacher

Windham School District

Texas Department of Criminal Justice

2015 - Aug. 2016

San Saba and Brownwood, TX

- Testing Specialist for incoming offenders
- Assistant to counselor regarding testing procedures
- Responsible for GED and general education testing at San Saba and Havins Units
- Responsible for vocational and language assessments
- Maintained security of testing materials and laptop computer
- Arranged for delivery of testing materials to assigned campuses
- Developed procedures for flow of information, reports and test data

Law Office of Clayborne L. Nettleship

2012 - 2015

San Saba, TX

- Paralegal/Legal Assistant
- Assisted attorney with preparation of legal documents
- Regular communication with clients
- Assisted with various office duties

San Saba ISD, San Saba, TX

2000 - 2011

- English Teacher and Department Chairman
- Taught Core Subjects - English I-IV, ESL, Journalism, Yearbook
- UIL - University Interscholastic League Coordinator
- Association of Texas Professional Educators-President
- CScope Curriculum Leader-English
- UIL Coach – Journalism events

FundsXpress Financial Network, Austin, TX

1998 - 2000

- Legal Assistant to General Counsel
- Handled legal correspondence for corporation
- Upgraded filing system
- Prepared drafts of official company documents
- Conducted legal research/Westlaw

Scott Douglass & McConnico, LLP, Austin, TX

1992 - 1996

- Oil & Gas Litigation Assistant
- Case manager of Oil & Gas, Real Estate, & Family Law litigation

Baker & Botts Law Firm, Dallas, TX

1990 - 1991

- Intellectual Property Legal Assistant

- Conducted legal research/Westlaw/LexisNexis
- Case manager of complex IP litigation/trial preparation and trial

Arnold White & Durkee Law Firm, Austin, TX **1986 - 1989**

- Intellectual Property Legal Assistant
- Conducted research
- Case manager of complex IP litigation/trial preparation and trial

General Telephone Company, San Angelo, TX **1985 - 1986**

- Legal Assistant to General Counsel
- Case manager of Regulatory matters
- Drafted legal documents

Cotton Bledsoe Tighe & Dawson Law Firm **1981 - 1985**
Midland, TX

- Legal Assistant to Managing Attorney
- Case manager of Oil & Gas litigation
- Drafted legal documents

AWARDS AND PROFESSIONAL AFFILIATIONS

- Sigma Tau Delta - International Honors English Society
- Kappa Delta Pi – International Honor Society in Education
- ATPE – Association of Texas Professional Educators
- Paralegal/Legal Assistant Division – State Bar of Texas
- Carr Academic Excellence Graduate Scholarship
- AVID – Advancement Via Individual Determination Instructor