

# James Riley Cope

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2003 Gloria Lane, Wichita Falls, TX 76309 | (940) 782-5343 | rileycope229@gmail.com

## Profile

Detail-oriented and passionate about learning, research, European culture, music, and historical studies. Friendly and engaging team member ready to apply my love of history and the humanities.

## Experience

### **TEACHING ASSISTANT | MIDWESTERN STATE UNIVERSITY | SEPTEMBER 2022 – PRESENT**

- Responsible for teaching and grading as the Instructor directed in MSU's Graduate College of History.
- Research a variety of topics for the History Faculty.
- Updating course elements, writing as needed, and tutoring students.

### **EXECUTIVE ASSISTANT | 1<sup>ST</sup> CHOICE PERSONNEL | AUGUST 2016 – JANUARY 2019**

- Responsible for the office management.
- Processed payroll for employees and hiring and firing staff.
- Handled worker's compensation due to injuries.
- Documented and filed issues clients encountered with the temporary employees.

### **CUSTOMER SERVICE MANAGER | WALMART | JANUARY 2009 – AUGUST 2016**

- Evaluating the performance of cashiers.
- Responsible for intervention and/or disciplinary actions with employees.
- Handled customer disputes toward satisfactory results.

## Education

### **M.A. IN HISTORY | MAY 2025 | MIDWESTERN STATE UNIVERSITY, WICHITA FALLS, TX**

*Tudor and Stuart Dynasties of the British Monarchy*

### **B.A. IN HUMANITIES | MAY 2022 | MIDWESTERN STATE UNIVERSITY, WICHITA FALLS, TX**

## Skills & Abilities

• Fluent in reading French	• General Office work and organization
• Limited in speaking French	• Proficient in Microsoft products
• Historical researcher and writer	• Payroll software and management
• Public speaking/teaching	
• Excellent interpersonal and communication skills	

## References

**Dr. Pamela Morgan, Distance Education  
Midwestern State University  
(940) 397-4785**

**Dr. Mary Draper, History Department Chair  
Midwestern State University  
(940) 397-4455**

**Dr. Whitney Snow, Assistant Professor  
Midwestern State History Department  
(940) 397-8917**

### **Activities and Interests**

Church organist as needed, European history, Classical literature, Philosophy, and language. Volunteer at the Wichita Falls Food Bank. Dean's list.