

# Laura J. Estrada

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1814 Eden Lane

Wichita Falls, Texas 76306

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## PERSONAL STATEMENT

A career-driven and creative individual, with a substantial teaching, writing, editing, and tutoring background. A solid history of working unsupervised, with a demonstrated ability to meet tight deadlines. A strong work ethic, with excellent interpersonal and communication skills.

## EDUCATION

Midwestern State University, Wichita Falls, TX

Master's Degree, Criminal Justice; Maintained a 4.0 GPA

Bachelor's Degree, English

## WORK EXPERIENCE

Adjunct Professor, Midwestern State University

August 2018 – Current

(Part-time, 24 hours per week)

- Teach two courses: Writing for CJ Professionals, and Civil Liability
- Work very closely with students on English and writing technique
- Instruct students in the area of Civil Liability
- Mentor/counsel students, and have open-door policy
- Work individually with students who require extra help
- Chapter Advisor for Alpha Phi Sigma Honor Society
- Tutor students in time-management and good study habits

Substitute Teacher, Burkburnett Independent School District

February 2019 – March 2020

(8-16 hours per month)

- Substituted for classroom teachers, as available
- Assisted in library, classroom, and cafeteria, as needed
- Worked with various age groups, from pre-K thru 12

· Job ended due to COVID-19

Adult Education Assistant, Region 9

August 2016 – Dec 2016

(Tuesday evenings only)

- Helped prepare students (adults) for GED testing
- Assisted with improving language barriers
- Called students when not in class to attempt to keep them enrolled
- This was a temporary, fill-in position, for faculty on maternity leave

Midwestern State University, Graduate Assistant

May 2016 – May 2018

(Part-time, 18 hours per week)

- Assisted as needed in the Criminal Justice Department
- Assisted with research materials related to Criminal Justice and Criminology
- Edited research materials as needed
- Proctored examinations
- Performed secretarial work, as required

Midwestern State University, Tutor

January 2015 – March 2016

(Part-time, 15 hours per week)

- Provided guidance to undergraduate and graduate students on the accuracy and quality of written work
- Suggested changes in grammar and style when needed; help with creative ideas
- Supported students in a face-to-face setting, as well as interacting with students online
- Mentored English as a Second Language Students

Tate Transcription (Medical Transcriptionist/Legal Transcription)

January 2008-January 2015

(Full-time, 40 hours per week)

- Responsible for transcribing and editing medical documents for permanent patient records
- Transcribed and edited legal documents in preparation for filing in District Court
- Accuracy of 98% required and surpassed at all times
- Met or surpassed 12-hour turnaround time
- Completed Human Resource functions, such as bookkeeping, as needed, for small independent company

## HONORS/INVOLVEMENT

- Provost Honor Roll January 2014 – May 2014
- Who's Who among College Students April 2017
- International Honor Society May 2017 – Lifelong
- Alpha Phi Sigma Honor Society (President) November 2017 – Lifelong
- Current Chapter Advisor of Alpha Phi Sigma August 2019 – Current
- Health and Human Services Graduate Student of the Year April 2018