

LAURA J. ESTRADA

(940) 882-5454 • ljestrada07@gmail.com

SAVVY INSTRUCTOR WITH MEDICAL/LEGAL EXPERIENCE

Editing • Medical Transcriptionist • Legal Researcher • Remote and face-to-face Adjunct Professor
• Proofreading/Editing • College Teaching • High School Teaching
Edited Medicare Letters • Improved Accuracy • Increased Retention

WORK EXPERIENCE

Midwestern State University

May 2018 - present

Adjunct Professor

- Increased enrollment in Criminal Justice 25%, helping retain students in college by 50%
- Acting advisor of the Alpha Phi Sigma Criminal Justice Honor Society
- Teach 2 courses in Writing for Professionals and Civil Liability to optimize student learning.
- Advise students in career fields and the courses required to increase growth and development.
- Instruct students in English and writing; educate students in Civil Liability.
- Mentor students, provide counseling, open-door policy with students.
- Recruit members into the Alpha Phi Sigma Honor Society to increase participation.
- Tutor students in time-management, good study habits, and work with students requiring more help.

Burkburnett ISD

September 2018 – present

Substitute Teacher

- Assist as needed in grades pre-K through 12 in a public school system.

Graduate Assistant

May 2016 - May 2018

- Assisted in the Criminal Justice Department and with research materials related to Criminology.
- Edited research materials as needed and proctored examinations for students.
- Acted as a teaching assistant for four criminal justice courses.

Tutor

Jan 2015 - March 2016

- Provided guidance to undergraduate/graduate students on the accuracy and quality of work.
- Suggested changes in grammar and style when needed; helped with creative ideas.
- Mentored English as a Second Language to students to increase communication skills.

Tate Transcription

Jan 2008 - Jan 2015

Medical Transcriptionist

- Achieved an accuracy of 98% required and surpassed a 12-hour turnaround time.
- Transcribed and edited medical documents for permanent patient records and for district court.

EDUCATION

Master of Arts, Criminal Justice – Midwestern State University, Wichita Falls, TX

Bachelor of Arts, English – Midwestern State University, Wichita Falls, TX

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HONORS/ABILITIES

- Lifetime member Alpha Phi Sigma Criminal Justice Honor Society
- Lifetime member Golden Key International Honor Society
- Present at major Criminal Justice (American Society of Criminology) conferences