**CECIL WAYNE ALLEN**

 **303 Ridgecrest Drive**

 **Murfreesboro, Tennessee 37130**

 **Email pumajc.allen @gmail.com**

 **Home 609.200.6133**

 **C ell 615.838.0795**

# EDUCATION

Belmont University - Graduated August 12, 2022

Nashville, Tennessee

Bachelor’s of Science Degree in Liberal Arts and Humanities

Graduate of TESOL, A.I.T., October 2017

Ho Chi Minh City, Vietnam

TESOL License and Certification

Fort Bragg, U.S. Army – Graduated August 2000

Special Operations Academic Facility

Fayetteville, North Carolina

General Studies (Bachelor’s equivalency courses)

Northeast State College – Graduated August 1997

Hwy 75, Blountville, TN 37617

Associate’s of Arts Degree in Humanities and Fine Arts (and a minor in Math )

# EXPERIENCE

August 2022 – Present

Education Assistant and Full-Time Substitute Teacher - Grade 5, Northfield Elementary School, Murfreesboro, TN

**Job Description:** Responsible for supervising and managing the classroom environment; assisting the Homeroom Teacher with necessary tasks for sound and concrete education of the students; carrying out the daily tasks per the required goals for the day; maintaining structure, management, and classroom etiquette while following the teacher’s plans and goals per accordance with the policies and procedures of the school and the school district.

March 2019 – May 2022

Pharmacist Assistant/Technician, Walgreen’s Pharmacy

**Job Description:** responsible for working closely with the Staff Pharmacist and assist him/her with daily tasks imperative and conducive to the fluidity of a smoothly flowing pharmacy environment. Much of my daily tasks included: managing the drive-thru pharmacy patients and helping them to request refills or retrieve refills and/or new prescriptions; answer questions related to their use of the medication with which they may be concerned; initiated and also answered telephone calls to/from healthcare facilities, doctor’s offices, insurance companies, and private residences; typed and filled prescribed medications; ensured and practiced safety and security measures for each patient per HIPPA laws and made sure to do likewise within and throughout the working environment.

December 2016 - January 2019

## Private Tutor, Ho Chi Minh City, Vietnam

**Job Description:**  Tutoring students in their homes or at the location of their choice. Tutored subjects include: Mathematics, Grammar, and English as a second language. I also tutored 2 students during the months of January and February 2017, for IELTS preparation. I tutored students for STARTERS, MOVERS, and FLYERS (ages 8 to 13) and some students in need of improved English listening and speaking skills (ages 6 to 18). I also tutored 5 adults in ESL between May and December 2017. My mentoring and leadership skills were often challenged in that many of the minority representative of their provinces were in need of study disciplines and individual attention.

August 2018 – January 2019

Primary Grades Teacher, Nguyen Thai Hoc, Quan 1, Ho Chi Minh City, Vietnam

**Job Description:**  Teaching young students, grades 1 through 3, in the subjects of English as a second language (STARTERS and MOVERS), Mathematics and Science. I focused on pronunciation and vocabulary as they were Vietnamese students learning to speak English. This diversified culture was of the lower-income peoples in the province of Nguyen Thai.

July 2007 – December 2016

## Private Tutor, Nashville, TN, United States

**Job Description:**  Tutoring students in their homes or at the location of their choice.

Tutored subjects included: Mathematics and Natural Sciences, Grammar, and English.

May 2013 – Present

## Youth Leader and Tutor

The Blessed Church, Nashville, TN 37013

**Job Description:**  Leading Korean youth ages 9 to18 in understanding principles of Christian Education, as well as utilizing Life Skills to help them in their school environment and in their daily living. I also tutored a few of them in the English language and in Mathematics (Algebra and Geometry).

June 1999 – July 2005 / July 2006 – Present United States Army Reserve (and deployments) 160 White Bridge Road, Nashville, TN 37209

**Job Description:**  Automated Logistics & Supply Squad Leader and Assistant Platoon Sergeant; Management of troops consisted of: Accountability of soldiers within the Headquarters Platoon; Maintain roster of all soldiers in the Company; Work alongside the Operations and Administration team as part of the Headquarters Company; Designate and assign duties per Logistics and Supply; Utilize media-ware for curriculum and instruction; Prepare military schools information and distribute to soldiers for purposes of promotion; Lead and grade Physical Fitness Training and Testing; Assist Platoon Sergeant with company duties; Assist and manage Digital Training Facility (computer lab); Ammunition Specialist; Team and Project Leader; Missions Assistant and Manager during deployments OCONUS.

September 2013 – April 2015

## Private Tutor (Full – Time)

Nashville, TN

**Job Description:** Tutored two students in English and Mathematics. The focus of the English tutoring was purposed towards grammar, as well as written and oral communication. The Mathematics was 6  th  and 7  th  grade level.

May 2015 - May 2016

## Vanderbilt University Medical Center

1211 Medical Center Drive, Nashville, TN 37232

**Job Description:**  Valet and Patient Transport

Greeted and presented a welcoming atmosphere for cancer and terminally ill patients and their families; Parked patients’ vehicles; Transported patients to their respective doctor’s offices and other locations; Supervised and controlled traffic flow of arriving vehicles. The cultural diversity was vast and deemed that each employee associated with all areas of faith and backgrounds.

## August 2005 – May 2006 Gra – Mar Middle School

Nashville, TN 37206

**Job Description:**  Full-Time Teacher’s Assistant. I was responsible for helping with monitoring the 5th, 6th, 7th, and 8th grade students. This appointment involved assisting with campaigns for state-wide testing performances, special events, and outreach efforts to support all students of the school, mainly Black-identifying students and other students that were deemed households of “below poverty” income.

August 1998 – February 2000, January 2003 - January 2004

## University School - ( East Tennessee State University campus )

Johnson City, TN 37614

**Job Description:**  Full-time Substitute Teacher for grades 5 through 12. I taught Mathematics and History and sometimes Economics. I was also a Mathematics Tutor for the East Tennessee State University Athletics Department during the same time period. I was later contracted as a full-time teacher for 2 semesters. My leadership skills were greatly enhanced by the responsibilities which I undertook weekly.

September 1997 – May 1998

## East Tennessee State University

Johnson City, TN 37614

**Job Description:**  Full-time (evening) Mathematics tutor for the university Athletic

Department. I tutored in the subjects of Pre-Algebra, Algebra One, Pre-Calculus and Algebra Two. Over 70% were Black students. While tutoring, I also assisted a few athletes with their Study / Revision discipline in order to help improve their study habits, which in turn improved their overall grades. This facilitated the creating of network support whereby students were able to contact me after-hours with questions pertaining to their homework; Tutor for Northeast State College (mornings).

March 1996 – March 1997

## Private In-Home Tutor

Johnson City, TN 37601

**Job Description:**  I was contracted by my dentist and her husband, (Joshi, DMS, and Joshi, MD, respectively), to tutor their son for the SAT and ACT exams. This young Indian student was able to advance from grade 6 directly to grade 8 due to my help and consistent encouragement with his studies. I also took initiative to be a constant mentor for him and provide communication and leadership prior to his next school semester.

January 1992 – May 1994

## St. Vincent DePaul School (defunct since 2009)

Nashville, TN

**Job Description:**  I was hired as a Substitute Teacher to teach in this small, all-Black school and later became a full-time asset to teach grades 4 to 8 in all subject areas per planning schedules; later designed and set up the school's first Computer Science and Data Processing curricula for grades 6 through 8. This challenge involved constant leadership monitoring of the students, as they sought to not be very responsive in their feedback concerning the educational tools used in our classroom. Later, in the school year, by meeting with parents, I was able to determine a few needs within this self-identifying Black community that soon led to the students’ lives being enhanced outside the classroom.

May 1991 - January 1995 Spillman Chapel Church

Allensville, KY

**Job Description**  : Congregation Leader (Pastor) of local church. I maintained accountability of close to 60 personnel. I was responsible for engaging the local community and nearby surrounding area congregations in meaningful relationships with one another; instituted Bible Study groups with focus on Christian Education and how to practically apply these principles; received Eli Lilly grant for Outreach Ministry Project, teaching for the sole purpose of reaching out to the less-educated areas of rural neighborhoods; encouraged and counseled the youth and teenagers as they dealt with everyday situations. This area of Southwest Kentucky was completely self-identified Black and the need for collaboration and coordination with other partners to help assist in the community growth of this area was a key element of our success and growth as a congregation that focused on going out to participate in outreach ministry.

**INTERESTS / SKILLS**

* TESOL License and Certification
* Tennessee Pharmacy Technician License
* Combat Lifesaver Certification (Unit Medic)
* I am in the beginning phases of starting an MBA in Healthcare Administration - a graduate degree for the purposes of advancing my education and to focus on the self-identifying Black community and other minority communities where there is a lack of proper awareness for healthcare and health-wise communications.
* Established website (2018) – www.missionvn.net for awareness and networking
* Published Opinion Paper - June 2019 - https://lupinepublishers.com/psychology-behavioral-science-journal/pdf/SJPBS.MS.ID.00 0181.pdf
* Microsoft Office
* ZOOM Meeting spaces
* Automated Logistics and Supply warehousing systems
* Secondary language - Fairly fluent in the French language; Secondary language - Russian (slight conversational)
* Studying Vietnamese, Korean, and Hindi languages as time permits

# VOLUNTEER WORK

**(Presently)**  Directly involved with a prevention of infant blindness project (ROPVN), and Pre-natal Healthcare Education in Saigon and Ha Noi, Vietnam. This program has seriously assisted with the organizational environment of both states’ hospitals and social work outcomes for the small provinces.

**(Presently)**  Private tutor - via IXL.com - for Mathematics, English and Science, online. ([www.missionvn.net](http://www.missionvn.net))

**(January 2021 – September 2022)**  Nashville Belmont University Nashville, (United States) - Belmont Campus Ministry and Belmont Athletics Marketing . I gave invocation prayers for the Volleyball, Soccer, and Basketball teams. This also helped in creating a network of support (religious), whereby I was part of the sports program’s community building and morale for the students. The Campus Ministry also holds closely to event and program facilitation.

**(January 2017 - January 2019)**  Vietnam – Bass guitarist for the local congregation of fellowship, where I attended regularly. I have also assisted with the youth meetings, and I taught five Vietnamese college students English grammar, pronunciation, and vocabulary.

# (July 2014, March 2015, July – August 2016, July 2017, July 2018) Vietnam and South Korea – Mission work: Teaching English and Outreach Ministry to several small districts; teaching and ministering Christian Education and servitude at local churches and orphanages, and at a local seminary. I was responsible for seven youth pre-missionaries. Their ages were from 10 to 18 years old. This position as mentor and leader of youth allowed me to endeavor towards taking initiative for organizational structure.

**(April 2013 – Present)**  Blessed Korean Church, Nashville (United States) - Church School Instructor and Youth Minister. These Korean students range from ages 11 to 18 years old. I am also the Bassist for our Music Ministry.

**(August 2009 – December 2016)**  Hadley Park Community Center, Nashville (United States) – Tutor and Assistant Tutor for Mathematics and Sciences, in-person and online, as well as checking the homework of some of the students ranging from ages 8 to 16 years old. These students were considered “**at-risk**” students within the surrounding self-identifying Black communities.

**(June 2004 – November 2010)**  West Meade Nursing Center, Nashville (United States) – Assisted with dinners and special group activities. I also reached out and networked for a few of the Caregivers involved with Long-Term Healthcare facilities.