

Leslie H. Hook

8938 Pine Bluff Court
Eden Prairie, MN 55347

dlbnehook@comcast.net

(952) 693-5782

SUMMARY

Innovative, creative, and student centric college instructor who is highly regarded for leadership, administration, and curriculum development. Incorporates diversity, inclusion, student reflection, and technology in the on-line and face-to-face classroom. Offering over ten years teaching experience and 15 years business and industry experience. Philosophy is *Empowerment Through Education*.

TEACHING AND LEADING

QUANTITATIVE METHODS FOR BUSINESS AND ECONOMICS ADJUNCT INSTRUCTOR September 2021-Present
Hamline University, Saint Paul, MN

- Prepare students for the Microsoft Office (MOS) Certification Exams
- Coordinate testing facility, training material, testing software, and scheduling for MOS Certification

BUSINESS COMPUTER SYSTEMS AND MANAGEMENT FULL TIME UNLIMITED August 2010-present
North Hennepin Community College, Brooklyn Park, MN

- Teach full curriculum in the Business Computer Systems and Management Program including advanced Microsoft Office 365 applications, Business Communications and Technology, Internship, and E-Commerce
- Taught Introduction to Marketing, Introduction to Business and the American Economy, and Career Exploration and Development
- Created and implemented Career Exploration and Development Class which included Myers Briggs Type Indicator (MBTI) and Strong Interest Inventory (SSI) Assessments, student reflection, mock interviews with industry partners, and college transfer planning. MBTI and SSI Certified
- Developed and implemented Business Communications and Technology Course which is a degree requirement for Accounting Technology AAS degree and Business Computer System and Management AAS and AS degrees
- Serve on various committees
 - Success Team School of Business (August 2020-present)
 - Department Coordinator Accounting, Business, and Computer Information Systems (August 2018 - present)
 - Academic Affairs and Standards Committee (August 2014- May 2020)
 - Academic Affairs and Standards Committee Vice-Chair, Chair, Ex-Chair (August 2016-May 2019)
 - Equity by Design Pilot Project (August 2016-May 2019)
 - Fast Track Grant Project (August 2010-May 2011)
 - Search Committees (August 2015-present)

BUSINESS INFORMATION TECHNOLOGY ADJUNCT INSTRUCTOR August 2011-December 2011
Saint Paul College, Saint Paul, MN

- Taught Business Information Applications
- Provided instruction to nursing cohort in a FastTrack grant funded program

DEPARTMENT OF CURRICULUM AND INSTRUCTION ADJUNCT TEACHING SPECIALIST January 2011-May 2011
University of Minnesota, Minneapolis, MN

- Taught Integrated Computer Applications in Business and Marketing Education
- Designed problem based multi-software case studies

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STUDENT TEACHING PRACTICUM BUSINESS AND MARKETING

September 2009-June 2010

Hopkins High School, Minnetonka, MN

- Taught Advertising, Accounting I, and Computer Applications
- Co-developed computer applications class that integrated Microsoft Office 2007, Web. 2.0, Photoshop, video applications, and online student collaboration

CLASSROOM AND SPECIAL EDUCATION RESERVE TEACHER

January 2009-May 2010

Hopkins School District, Minnetonka, MN and Eden Prairie School District, Eden Prairie, MN

- Taught a diverse student population in a variety of curricular blocks (Social Studies, Biology, Math, Language Arts, Special Education, and Business)
- Implemented accommodations for students with wide range of cognitive and physical disabilities

DIRECTOR AND INSTRUCTOR SECRETARIAL SCHOOL

June 1991 – October 1992

Taylor Business Institute, Chicago, IL

- Taught Keyboarding, Business Writing, Business Math, Data Processing, and Office Procedures
- Supervised seven department teachers and 200 students
- Maintained department curriculum as required by the state board through regular auditing meetings

OTHER WORK EXPERIENCE

EXECUTIVE ASSISTANT TO THE PRESIDENT

September 2005-April 2007

The Shelard Group, Inc., Eden Prairie, MN

INDEPENDENT CONTRACTOR FOR SMALL BUSINESSES AND STARTUP COMPANIES

May 1998-June 2001

Milwaukee, WI and Eden Prairie, MN

CONTRACTUAL PROJECT MANAGER, WATER TOWER PLACE

January 1997 – September 1998

JMB/Urban Retail Properties, Chicago, IL

GENERAL MANAGER, MERCHANDISE MART

October 1993 – January 1997

JMB/Urban Retail Properties, Chicago, IL

EDUCATION

MASTERS OF EDUCATION, Business and Technology

June 2010

University of Minnesota, Minneapolis, MN

MASTERS OF BUSINESS ADMINISTRATION, Marketing and Operations

January 1994

Loyola University, Chicago, IL

BACHELORS OF BUSINESS ADMINISTRATION, Finance and Marketing

June 1990

University of Cincinnati, Cincinnati, OH