

# Richard Wills

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## Skills

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**Classroom:** • Creating Lesson Plans • Classroom Management • Integrating Technology • Budget Planning

**Visual Art:** • Knowledge of Design Principles • Advance Knowledge of Art History • Studio Safety Practices  
• Experience in multiple mediums • Presentation/ Exhibition Knowledge

**Technology:** • Smart/Promethean Boards • Computer Maintenance/Repair • Adobe Design Suite • Print/Web Design • Microsoft Office • PC/MAC Platforms

## Education

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### **Bachelor of Art in Fine Art/ Emphasis Graphic Design**

• Fall 2001 – Spring 2006 • Northeastern State University • GPA: 3.784  
• Rho Theta Sigma Honor Society, Alpha Chi Honor Society, Art League – President

**Oklahoma Teaching Credential #407133** Art PK-12 Expires June 30, 2016, OPTE K-8 July 2012

## Teaching Employment

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### Substitute Teacher

#### **Tulsa Public Schools, Tulsa, OK, September 2012 – Current**

Substituted for grades 1 through 8 in all subject areas, including long-term positions at MacArthur Elementary, 3rd grade and Jackson Elementary, 4th grade. Maintained order in the classroom, created lesson plans and worked as a member of the faculty in long-term positions.

### Scout Reach Paraprofessional

#### **Indian Nations Council, Boy Scouts of America Tulsa, OK, April 2011 – September 2012**

Performed the duties of Scout/Cub Master for units throughout the Tulsa area, bringing the Scouting program to underserved, high-risk youth in Tulsa Public Schools and public housing apartment complexes. Responsibilities: program development for elementary and secondary school aged young men; leading quality all day in-school and after-school programs focusing on leadership skills, team building, ethical choices, and goal setting; tracking scouts in rank advancement; membership recruitment and retention; organizing, planning, and leading weekend and summer camping; creating in-house advertising for the local Scout Reach program.

### Adjunct Instructor

#### **College for Kids, Continuing Education, Tulsa Community College Tulsa, OK, June 2011 & June 2012**

Developed classes and taught children ages 6 to 13 on Digital Photography and Principles of Design. The classes focused on hands-on projects allowing students to have an individual experience with several artistic mediums. Also taught the 2011 and 2012 Basic Drawing and Cartooning day camps. The course covered: drawing methods; story/character development; design principles; color theory; inking; lighting; and publishing. The course ended with every student going home with their own finished comic book.

### Literacy Tutor

#### **Gear Up Grant, Northeastern State University: Broken Arrow, OK, August 2010 – December 2010**

Worked alongside a certified Special Education English Teacher at McLain High School in the Tulsa Public Schools District. I specialized in one-on-one, small group, and whole class tutoring giving the students additional instruction time. Was also part of a team of Literacy Tutors that co-taught an ACT Prep class for college bound seniors. The curriculum in the ACT Prep class centered on increasing reading comprehension, grammar and writing skills, along with teaching the students test taking techniques.

## **Other Employment**

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### **OTC Pharmacy Sales Associate**

**Wal-Mart Pharmacy Store #0894 Tulsa, OK, January 2011 – March 2011**

Assisted customers with over the counter products; prescription drop off/pick-up; handling patient insurance; filling prescriptions; answering phones and up-keep of the general work area.

### **Assistant Help Desk Manager**

**Microcomputing Services, Northeastern State University: Broken Arrow, OK, June 2009 – August 2010**

Co-managed the Broken Arrow branch office, which consisted of a staff of eight people. Also responsible for: general work orders; supported end-users via Help Desk and on-site methods; troubleshoot software, hardware and network connectivity; along with PC repair. Maintained five open computer labs spread across the Broken Arrow campus, along with facilitating ITV classrooms.

### **OTG Coordinator**

**Tulsa Federal Credit Union: Tulsa, OK, October 2008 – April 2009**

Responsible for creating digital archives of all Credit Union records using a professional document scanner. Managed the imaging server associated with the digital archives, and daily changing of backup tapes. Assisted in managing supplies, and distributing them to all 10 locations. Other responsibilities included Help Desk support, along with managing and maintaining the credit union's web site.

### **Graphic Designer**

**NatCom Publications: Bixby, OK, July 2007 – August 2008**

Part of a two-man team that controlled the design and layout for Golf Illustrated, Bassin', and Crappie World magazines. Assisted with the redesign of two fishing magazines, including the merging of the two separate web sites to one contemporary, unified web site, bassinonline.com. Other duties include, but are not limited to, in-house digital photography, scanning, color-correcting, and in-house advertising.

### **Graphic Artist**

**M.E.I. Labels: Catoosa, OK, August 2006 – July 2007**

Worked in a fast-paced production environment, with both pre-made art and creating artwork for customers. Other duties included pre-press, trapping, film work, and proof reading copy. Also created art and pre-press for Signature Printing, a screen printing company associated with M.E.I.

### **Graphic Design Assistant**

**Public Relations, Northeastern State University: Tahlequah, OK, May 2005 – May 2006**

Part of design team, but also had own client list. Worked with them creating their design needs while meeting each individual deadlines. Arranged photo shoots or created art when necessary. Worked with many printing companies. Also ran and maintained a large commercial scanner and printer.

## **Professional Memberships**

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- Oklahoma Visual Artists Coalition
- Boy Scouts of America: Eagle Scout, Woodbadge Trained
- Featured Artist - 2013 Tulsa Art Studio Tour
- Order of the Arrow: Vigil Honor, Founder's & WWW Awards

## **References**

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Available upon request.