

# Saylea Mayfield

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432-837-8066

## EDUCATION

**Master of Business Administration**, May 2022 – University of North Texas

**B.S. Kinesiology**, May 2021 – University of North Texas

## EMPLOYMENT HISTORY

### ***Business Services Specialist, Alpine I.S.D***

***May 2023 – Current***

- Knowledgeable about governmental accounting
- Balance all school accounts
- Work with CFO and Superintendent to implement future plans for school district
- Prepares checks for vendors
- Handles all purchase orders for school district
- Keep track of Mastercard purchases
- Prepares end of month reports for board meetings

### ***8<sup>th</sup> Grade Mathematics Teacher***

***August 2022 – May 2023***

- Prepared lesson engaging lesson plans for students
- Worked with coworkers to determine best methods of teaching
- Created test based off lesson plans and assignments
- Worked with school administration to improve teaching methods
- Graded assignments and test in timely manner
- Created assignments in Canvas to integrate technology into lessons
- Researched TEKS for lesson plans
- Gathered data on students to improve scores

### **Master of Business Administration Training**

- Worked with PepsiCo, Avocados from Mexico, Peterbilt, Toyota, and MD Online
- Created professional PowerPoints to present to companies
- Presented with tasks from companies and given a deadline to find solutions
- Presented in front of companies in a professional setting
- Worked with peers to create PowerPoints, excel sheets, and presentations
- Assisted companies with creating new ideas and solutions

### **License/ Certification**

4-8 mathematics, TEA

### **MEMBERSHIPS / AFFILIATIONS**

Teachers Education Agency

Texas Association of School Business Officials

### **SKILLS**

- Knowledgeable in Microsoft programs: Excel, PowerPoint, Teams, and Word
- Knowledgeable in business softwares: Ascender and Quickbooks
- Received trainings for Canvas and Blackboard
- Worked with Tableau