

Claire Moore, M.A., M.B.A.

Professional Experience and major projects completed

Freelance Writer - Writer under contract with Gale Cengage. Create articles for use on the Suntrust Mortgage Live Solid site, Questia, Move.com, Business Insights Global, HighBeam Business blog and HighBeam Research blog. Articles cover several topics especially education and personal finance issues. (Nov. 2009 - Present)

Microsoft Office Apps and Business Instructor – Art Institute Sacramento Teach a survey course in Word, Excel, Access, PowerPoint on Windows and MAC OS , Introductory Accounting, Financial Management, Legal Issues & Ethics, Human Resource Mgmt. using eCollege LMS (Nov. 2009 to present)

Accounting Instructor - MTI College Taught Introductory Accounting course. (Fall 2010)
Brandman University. Taught a hybrid online course in Accounting using Blackboard LMS for students in the master's program. (Spring 2011)

Accountant Technician – Placer County Superior Court. Journal entries, account reconciliations, report creation, data tracking, collections and billing, AR, AP, SAP, MAS90. (Nov. 2007 – Feb. 2009)

Business/Computer Apps. Instructor - Heald College, Teaching Business, Accounting (beginning to advanced), QuickBooks and Computer skills, Public Speaking and Psychology. (Oct. 1999-Oct 2007)

Instructor - Sierra College Create and teach classes in Microsoft Office products, Internet. Also taught an online course in web site design using the Blackboard LMS. (Sept. 1996 - Dec. 2007)

Writing and Instructional Design: Designed and created instructional materials in various media for : American River College, System Integrators, Inc., Placer County Association of Realtors, Western Area Power Administration, Healthcare Information Services (1994-present)

Software Skills

Microsoft Word, Excel, Access, QuickBooks, PowerPoint, Outlook, Photoshop, Camtasia, Audacity, HTML

Education

MBA degree in Business / Accounting, Baker College Graduate Program Online (2007)

MA degree in Communication / Instructional Technology, CSU, Chico (1993)

BA degree in Business/Accounting, CSU, San Francisco (1979)

Certifications

California Adult Education Teaching Credential-Clear (2001)

Certificate in Distance Learning Technology, University of West Georgia (2010)

QuickBooks Pro Advisor Certification 2008, 2009, 2010

Honors

Graduated with distinction, CSU, Chico

Most Outstanding Master's Student, Dept. of Communication Design