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Darin Ray Smith

SKILLS

Classroom management, Remote instruction, Lesson Planning, Individualized Learning, Alternative Learning, Interactive media, Writer, Published Poet, Engaging Communicator, Essayist

EXPERIENCE

Oklahoma City Public Schools, OK – *Mathematics Teacher*

July 2020 – PRESENT

- Teach Geometry and Algebra to district standards
- Track and record student progress
- Develop lesson plans to facilitate student learning
- Evaluated and revised curricula, course content and course materials and methods of instruction.
- Evaluated and grade students' class work, assignments and papers.
- Initiated, facilitated and moderate classroom discussions.
- Participated in campus and community events.
- Delivered Instruction and coursework in online, distance learning via Google Meets and Zoom, and in person.
- Served on academic and administrative committees that dealt with institutional policies, departmental matters and academic issues.

Metropolitan Library System, OK – *Library Aide*

September 2008 – July 2020

- Assist customers in finding information and materials
- Circulation desk: Issue library cards, check out materials, collect fines, answer questions
- Set up meeting rooms and classrooms, prepare AV per customer needs, troubleshoot sound and video issues.
- Shelve materials, conduct tours, assist with library programs for customers.

Oklahoma State University, OK – *Senior Secretary*

January 2004 – November 2004

- Organized catering for Alumni Association events, served as contact and liaison at Alumni member events
- Acting host and assisted professional presenters during Alumni member parties and events
- Prepared presentations and exhibit documents for Alumni Association Board of Directors meetings.
- Prepared official correspondence for Alumni Association and Development Officers including Association Director
- Scheduled meetings, prepared documents, and proposals for donor gifts
- Produced promotional documents for Association projects, wrote press releases detailing Alumni Association events
- Took notes or transcribed voice recordings from meetings and distributed to stakeholders.
- Greeted visitors and callers and handled inquiries and directed them to appropriate persons according to needs.

Child Support Services, San Bernardino, CA – *Child Support Officer*

September 2008 – July 2020

- Investigated absent parent claims of income to establish support based on California Guidelines
- Prepared legal documents to establish child support orders (Order to Show Cause, Notice of Motion, Summons and Complaint, etc.)
- Prepared Stipulations based on California Guidelines
- Negotiated stipulated settlements of support issues
- Prepared documents for court
- Audited accounts and resolved payment and/or account balance issues
- Enforced child support orders; initiated wage assignments, prepared writs of execution to seize assets, revoked licenses, etc., in order to enforce court ordered support
- Appeared in court to negotiate stipulated settlements to support issues
- Managed caseload of 600 clients, provided customer service by phone and in person
- Managed case issues, and resolved disputes.

EDUCATION

University of Oklahoma , OK – *Bachelors of Arts, Liberal Studies*

September, 2010