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Cheryl L Johnson-Lyons, JD

Personal Profile / Personal Attributes

- Critical thinker - strong analytical skills; accurate and probing.
- Technically competent/qualified in business operations and theories, law, policy, procedure and educational areas of specialty.
- Task-oriented – self directed.
- Excellent interpersonal and communications skills in all environments.
- Sound planning and organizational capabilities.
- Results oriented - focused on productive and high-yield activities.

Education 2003-2006 *West Virginia University-College of Law* Morgantown, WV

Jurist Doctorate

- Member of WV State Bar July 2006 to present
- Participated in the WVU Clinical Law Program Fall 2005 – Spring 2006
- Cases handled
 - Custody, Visitation, Grandparent Visitation
 - Divorce
 - Social Security Disability Claims
 - Non-Profit 501(c)(3) creation through filing
 - Innocence Project
- Special Interest Courses:
 - Race, Racism and American Law
 - West Virginia Constitutional Law
 - Business Organizations
 - Complex Commercial Transactions
 - Construction Law
 - Statutes of Limitations – Builder Architect Liability
 - Advanced Property Courses
 - Family Law
- Cumulative GPA: 3.10

1998-2001 *West Virginia University* Morgantown, WV

MA – Data/Research Analysis – Applied Social Research

- 9 credit hours graduate level statistics courses – GPA 4.00
 - Software course work includes - Geographical Information Systems, Arc View, Idris, SPSS/SAS, ADA programming – GPA 3.95.

- Experience in survey research methods, data analysis, and simple regression obtained through course work.
- **Thesis** – *Service Sector Growth and Its Effect on Income Inequality in the Appalachia.*

1993-1998 West Virginia University Morgantown, WV
BA – Sociology/Anthropology with a Minor in Communications Studies

- 3.6 overall GPA – Honors of Magna Cumulate, President Achievement Awards, Eberly Arts and Science Achievement Awards, Golden Key National Honors Society, 2nd place Levine Outstanding Research Award.

Professional Experience

2009-Present West Virginia University Morgantown, WV
Computer Lab Coordinator Division of Sociology and Anthropology

- Supervise, coordinate and create reports on all testing events for 9 instructors, 9 graduate teaching assistance, 7-10 student workers and 8000 students in a given year.
 - ▶ Academic yearly exam manipulation totaling approximately 29,000 exams
 - ▶ Coordinate coverage between student admittance and graduate teaching assistance, instructor testing needs, and proctor coverage.
 - ▶ Provide technical support and monitoring for all instructors Blackboard, data base creation, scheduling and security compliance.
- Responsible of all technology and support for all introductory courses in Sociology and Anthropology.
 - ▶ Including software implementation and fluency in:
 - CSGold security ID card swipes
 - Ghosting software
 - Blackboard – Ecampus/Respondus
 - Scheduling packages
 - Video Surveillance packages
 - Employee time verification
- Responsible for all technical support services.
- Investigating, initiating and using systems and tools necessary for proper operation of all administrative or academic areas along with training of staff and faculty.
- Managing activities including negotiating and mediating between all parties to ensure compliance or success in operation.
- Directing activities in determining direction, policy and strategy, supervising others and activities.
- Creating policy, policing of policy and ensuring compliance.

- Researching, exploring, analyzing and investigating new processes and possible additions as well as implementation of technical, policy or procedural changes.
- Supervising, Scheduling and performance assessment of all associated in this environment, instructors, student employees and graduate teaching assistants.

2008-Present West Virginia University Morgantown, WV

Internship Coordinator Division of Sociology and Anthropology

- Managing activities including negotiating and mediating between all parties to ensure compliance and successful internship opportunities.
- Supervising intern activities with approximately 30 interns each year.
- Creating, Checking and policing all intern activities on site and final performance evaluations.
- Soliciting for new internship opportunities and placement of the interns into newly found positions.
- Creation of policy and contractual obligations of the division to the student as well as the division to the internship provider.
- Oversight and problem solving in relation to the institution and the internship providers.

2000-Present West Virginia University Morgantown, WV

Instructor - Online Courses & On-campus Courses

- Prepared Courses to teach in the online environment:
 - ▶ Introduction to Sociology
 - ▶ Criminology
 - ▶ Social Problems
- Prepared Courses to teach in the on-campus environment:
 - ▶ Introduction to Sociology
 - ▶ Sociology of Law
 - ▶ Race, Racism and the Law
 - ▶ Judicial Legal Process
- Responsibilities for both course types include: web design and maintenance utilizing eCampus/Respondus/Wimba, instruction, grading, record maintenance of grades in STAR/Banner systems, reporting, and assessment creation.
- Evaluations for all listed courses have been excellent and withdrawals minimal. Copies of evaluations provided per requests. Most exceeding 4.0 on a 5.0 scale.
- Advising undergraduates in degree completion including the use of Degree Works.

2000 - Present *Bellatrix Industries, LLC* Morgantown, WV

Administrative Supervisor – Owner Operator

- DBA Cheat Lake Storage has 125 mini-storage, 200 unit boat and RV spaces and some warehousing capabilities.
- Personally, responsible for complete development and operation including but not limited to:
 - site development,
 - advertising,
 - marketing and research,
 - general office management,
 - property acquisition,
 - management,
 - acquisition of financial support,
 - construction coordinator,
 - software consultant,
 - accounting, billing specialist and customer relations.
- Operating at a 95-100% capacity at all points of ownership.

1998-2000 *West Virginia Junior College Morgantown, WV*

Instructor - HTML

- Designed, instructed and implemented course instruction on the use of HTML and integration in MS Office products.
- Responsible of all technology and support for student interaction and design via HTML.

1998-2000 *West Virginia University* Morgantown, WV

Graduate Teaching Assistant

- Awarded graduate assistantship 1998-2000 – Responsible for up to 900 student's tests, grades and problem solving. Awarded the Outstanding Graduate Teaching Assistant Award 1999-2000.
- 1999 – White Collar Crime Center volunteer internship.

1995 – 1998 *US Army CORPS of Engineers* Pittsburgh District

Office Manager

- Last Grade held GS-04 STEP position. Responsible for accounts receivable, payable, payroll and all general office duties – Morgantown, Hildebrand, Opekiska, and Point Marion Locks and Dams.

***Publications/
Other Skills***

2011-2013: Under Contract to Pearson Education in authorship of Law and Society textbook through a multidisciplinary approach.

2011-2012 – Peer Reviewed: *A Starter Guide for Teaching Online Courses* Pearson Education,. Strategies in Teaching Anthropology, 2012

2010 – *Study Aid to Sociology Now*: 4th Edition Pearson Education

2009 - *Study Aid to Sociology Now*: 3rd Edition Pearson Education

2008 – *Study Aid to Sociology Now*: 2nd Edition Pearson Education

2007 – *Study Aid to Sociology Now*: 1st Edition Pearson Education

2002 - Co-Authored *Study Guide to Introduction of Sociology* for the 9th Edition, Richard T. Schaefer, *Introduction to Sociology* textbook.

2002 – Authored Instructors manual for the 9th Edition Richard T Schaefer, *Introduction to Sociology* textbook.

2001 - Co-Authored *Study Guide to Introduction of Sociology* for the 8th Edition, Richard T. Schaefer, *Introduction to Sociology* textbook.

2000 - Editor for McGraw Hill – Reviewed supplements and text for the 8th Edition, Richard T. Schaefer, *Introduction to Sociology*. Objectives were identification of errors in materials including content, graphics, spelling, and others.

Proficient in all Windows and MAC environments an all MS Office.

Database experience in: CEFMS (oracle), CS GOLD, MyAccess, STAR/Banner/MIX.

Webware proficiency in WebCT, WebCT Vista, Ecampus, Respondus, and other blackboard software applications including Wimba. Familiar with lecture capture software including Tegrity and Camtasia.

Languages – ADA, HTML script, some Java.