

CURRICULUM VITAE

Sheila Guillot

EDUCATION			
Degrees	Institution	Year Awarded	Major
Master of Education	Lamar University	1990	Secondary Education with Business Specialization
Bachelor of Business Administration	Lamar University	1984	Office Administration with Business Teaching Specialization
Additional Study	Institution	Date	
	Texas Medical Foundation	1994	Medical Coding—ICD-9-CM, CPT, & HCPCS
	AHIMA (American Health Information Management Society)	2008-2009	Courses in: Anatomy & Physiology Healthcare Delivery Systems Medical Terminology Computer Basics in Healthcare Basic ICD-9-CM Coding—Part I Healthcare Data Content and Structure
	Leadership Institute	2009-2010	Leadership Skills
FIELD EXPERIENCE (Faculty Leave of Absence)	Location	Year	Field Experience Area
	Dr. Robert Faseler Medical Practice	1995	Medical Office Administration
	Baptist Hospital—Records Office	1995	Medical Transcription, Medical Records, Medical Coding
TEACHING EXPERIENCE			
	Institution	Year	Discipline(s) Taught
	Lamar State College-Port Arthur	1986-1990	Office Administration
		1986-1990	Legal Secretary, Office Administration
		1990-2002	Medical Office Administration, Office Administration, Computer Software
		2002-present	Medical Coding, Medical Office Administration, Office Administration, Computer Software, Paralegal

PUBLICATIONS, CERTIFICATIONS, AND LICENSURE
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<i>Employers Demand Higher Levels of Literacy and Skills from Today's Students</i>
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<i>Is Human Intelligence (General Learning Capacity) Influenced More by Heredity (Genetics) or by the Environment?</i>
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<i>Today's Students and Tomorrow's Workforce: Are Their Employability Skills Sufficient for an Ever Changing Business World?</i>
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<i>An Experimental Study of an Instructional Method for Learning Proofreading Skills in Office Technology</i>

Certified Administrative Professional

Certified Organizational Management

Certified Professional Secretary

Texas Teaching Certificate

Certified NCCER Craft Instructor Core Curriculum
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Certified NCCER Curriculum Proctor

Certified Performance Evaluator
