

MAGGIE BRUCE

ASSISTANT DIRECTOR EMPLOYMENT TRAINING SERVICES

EXPERIENCE

Assistant Director ETS 12/29/2019-present

Choctaw Nation of Oklahoma, Durant OK

- Compose written correspondence submit to CNO Administration and Federal officers which requires knowledge of executive's view and policy,
- Manage administrative operations
- Act as liaison with other departments and outside agencies
- Manages special projects, which may include planning and coordinating multiple presentations
- Gathers program data, field observation, and a projection ledger of all funds spent in order to compile monthly data reports on participants

Sr. Training and Development Analyst 10/2018-12/2019

Choctaw Nation of Oklahoma, Durant OK

- Prepare and conduct training programs, seminars, and conferences,
- Create curriculum to maximize learning
- Schedule and prepare appropriate classroom space
- Create and disperse training materials and provide feedback to participants and management.

Adjunct Faculty 08/2018-current

Grayson College, Denison TX

- Teach in an online and classroom setting, grade fairly and appropriately
- Plan and create lectures, in-class discussion, and assignments
- Submit critical thinking analysis reports to dean of workforce
- Develop and manage class syllabus and ensure syllabus meets department and state standards



CONTACT



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EDUCATION

Liberty University

Doctor of Strategic Leadership
06/2019-12/2021

**Texas A & M University
Commerce**

Master of Criminology-
Homeland Security
Summa Cum Laude
01/2017-06/2018

Rogers State University

Bachelors of Justice
Administration
Magna Cum Laude
08/2014-05/2016

**Western Oklahoma State
College**

Associates of Criminal Justice
Magna Cum Laude
08/2012-05/2014

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REFERENCES

Becky Hicks

Choctaw Nation of Oklahoma, Durant OK

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CNO cell: 580-380-6874

Extension: 2544

Dede Stephens

Choctaw Nation of Oklahoma, Durant OK

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Extension: 4188

Brandi Furr

Grayson College Director of Admissions and Registrar, Denison TX


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CONTACT

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