TAMMY SAGASTIZADO, PhD

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M

ANAGERIAL EXPERIENCE

Business Owner/Operator

Los Amigos Mexican RestaurantBartlesville, OK

1. Operated and owned a restaurant. Administered daily operations for around 32 employees on 3 different shifts: hiring, firing, food preparation, training, inventory, payroll, taxes, and accounting, scheduling, customer service, marketing, advertising, and so forth.

**Office Manager**

**Thrifty Nickel Want Ads**  Tulsa, OK.

1. With papers in Tulsa, Lawton, and San Antonio, I was the Office Manager in Tulsa, and helped start the other two offices. Daily operations of more than 20 employees. I sold advertising, created training/procedure manuals that are still used today, took care of payroll, taxes, accounting, employment concerns, hiring, production of newspaper, camera work, regulations, customer service, handled complaints from individuals and businesses, scheduling of employees, training for the front desk and for production department, delivery of papers: devised new transportation models that made the delivery faster and more efficient.

**Director**

**City Recreation Soccer Program** Caney, KS.

1. Organized program, developed registration/parental consents forms, recruited coaches, set schedules, trained referees, and so forth. 7 years ending with 3 divisions, 20 plus teams, and one regionally competitive team.

Coordinator

FASTCOMMAND Emergency Management Newcastle and Norman, Ok

* I direct and organize 100s of volunteers when disaster strikes. I form work parties, run supply lines, organize relief supplies, schedule workers, administer translation volunteers for FEMA and Red Cross, and supervise training events.

Public Affairs Specialist/Event Planner

* I have written 100s of articles, planned events, promoted events: we do a Pioneer Day each year in Blanchard. I coordinate 100s of volunteers, participants, promote the event on radio, papers, online, and TV. I have done radio interviews, used social media to promote events, and collaborated with community leaders.

Tammy’s Tax Service OKC

* I am a PTIN registered tax professional and use Intuit’s Pro Series Professional tax software. I have a few 50 select clients that I serve each year.

Organizational Consultant and Trainer OKC

1. Self-employed consultant to businesses and individuals. I work with clients to improve business efficiencies, set up innovative resource strategies, simplify and refine processes, systematize, and so forth. I also give each client an organizational personality test to determine their style and profile-- to arrange their working area in a way that accommodates their thinking while creating a more synergized and efficient process.
2. Training and Development Sessions: LEAN, Kaban, Poke Yoke, Ethics for Educators, ADA Contractor class, The Training Triangle, Diversity and Inclusion, Sexual Harassment, Time Management, Decision Making, Conflict Management, Critical Thinking, Refining Processes, How to Manage Across Generations. Plus fun stuff like Dress for Success and Business Etiquette.
3. Drug Testing policies.

Sales

*Whitewater Dulcimer Co.* Eureka Springs, AR.

1. Sold dulcimers, reported sales, marketed new products, kept inventory. Exceeded all previous sales records.

T

EACHING EXPERIENCE

OCCC,Oklahoma City, OK *Adjunct, FACE Center, Capitol Hill Center, PDI*

1. *Currently* teach ACT Prep, College Writing II, Study Skills, Work-based ESL at Tinker AFB, Spanish Computer classes, GED writing class (English and Spanish), Spanish, and College for Kids. Created ADA training for OKC through Professional Learning.

**Rose State College,** Midwest City, OK Adjunct

1. *Currently* teach Micro Economics, Micro Applications, Threat Risk Assessments

Little Axe High School,Norman, OK

1. Taught 8-12th grade Spanish. I also worked as the Community Outreach and Education Director and did evening and Saturday classes: Study Skills, Computer classes, Spanish, ACT Prep

**MNTC**, Moore and Norman, OK

1. Taught work-based ESL, Spanish, and GED classes, as well as Executive Coaching to supervisors and employees at Vaughan Foods in Moore. Also developed, facilitated, and presented Lean Training and Team Building workshops for Astellas.

**Mid-America Technology Center,** Wayne, OK

1. Taught Spanish to Adults. Developed work-based Spanish curriculum. Taught Beginning Computer.

**The Terraces**, Houston, TX

1. Taught ESL classes to their employees at two locations. Developed work-based curriculum.

Cy-Fair Community College, Cypress-Fairbanks, TX

1. Taught ESL Beginning class.

North Harris Community College, Houston, TX

1. Taught Advanced Writing and Grammar for ESL.

Sedan Community Grant,Sedan, KS

1. Taught ESL, Organization, and Spanish Cooking classes.

**Coffeyville Community College,** Coffeyville, KS

1. Worked as an instructor in the Learning Lab and taught ESL classes, Spanish GED. Helped develop curriculum for water and waste treatment instruction.

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DUCATION­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

**Capella University** Minneapolis, MN 2010

Ph.D. of Organization and Management.

1. *A PHENOMENOLOGICAL STUDY OF OKLAHOMA’S WIDENING OPPORTUNITIES IN THE WORKPLACE (WOW) PROGRAM*

**Southern Nazarene University** Bethany, OK 2000

Master of Business Administration

1. *Our Business Policy Game Team scored higher than any other previous group.*

**Oklahoma Wesleyan College** Bartlesville, OK 1999

Bachelor of Arts Dual Degree in Human Resource Management and Business Administration

1. *Final Project was a complete Mentoring Handbook.* [*http://www.organizeworkorhome.com/Mentoring-Handbook.html*](http://www.organizeworkorhome.com/Mentoring-Handbook.html)

L

ANGUAGES

*I read, write, and speak Spanish fluently. I can translate documents or for speakers.*

M

EMBERSHIPS

*Cambridge's Who's Who Registry of Executives, Professionals, and Entrepreneurs.*

*Phi Beta Kappa*

C

OMMUNITY

*Boy Scouts of America-*Merit Badge Counselor, Cub Master

Elementary School Site-Council Member

Tutor/Mentor

Offer free ESL classes/translate docs/ help new immigrants.

Volunteer EMT

P

UBLICATIONS AND PAPERS

*“I’m Not Afraid of English Anymore!” A Guide to Writing English as a Second Language*by Susan E. Bernard with Dr. Tammy Sagastizado. <http://www.imnotafraidpublications.com/esl-english-books.html>

**Presenter at national COABE 2017 in Orlando, FL with Susan. We also present at regional conferences.**

Grant Writing

I wrote an Adult Education and Family Literacy Act (AEFLA) grant for Little Axe to start an Adult Learning Center. It was accepted. I also wrote two other classrooms grants with one being funded, the other in wait.

[Strategies for Systematic Improvement with regard to Training and Development.](http://www.organizeworkorhome.com/Systems.html)

[A Systems View of Home Management](http://www.organizeworkorhome.com/Sys-Manag-Home.html)

[How the metaphor's of Morgan compare to Organizational Theory applied to the Home Organization.](http://www.organizeworkorhome.com/Organization.html)

[Effective Communication](http://www.organizeworkorhome.com/Communicate.html)

[Motivational Leadership: For Business and for the Home](http://www.organizeworkorhome.com/Leadership-2.html)

[Organization.](http://www.organizeworkorhome.com/Leadership-2.html)

[Effective Communication, Leadership, and Gender Barriers.](http://www.organizeworkorhome.com/Gender.html)

[The Ethical and Social Impact of the MNE, as well as the Economic, Political, and Legal Implications on Domestic as well as Foreign Countries.](http://www.organizeworkorhome.com/MNE-s.html)

[Conflict Resolution Theory: A View of the Home Organization](http://www.organizeworkorhome.com/Conflict.html)

[Theories of Human Nature: A Personal Philosophy](http://www.organizeworkorhome.com/Human-Nature.html)

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| http://www.organizeworkorhome.com/vp/images/nns/site_builder/document_icons/doc.png | [Tammy Sagastizado FINAL APPROVED Dissertation Aug 2010.doc](http://www.organizeworkorhome.com/upload/Tammy%20Sagastizado%20FINAL%20APPROVED%20Dissertation%20Aug%202010.doc) (DOC — 558 KB)     |  |  | | --- | --- | | http://www.organizeworkorhome.com/vp/images/nns/site_builder/document_icons/doc.png | [GET AHEAD Handbook Sagastizado.docx](http://www.organizeworkorhome.com/upload/GET%20AHEAD%20Handbook%20Sagastizado.docx) (DOCX — 2 MB) | |

 OCCC as well as other adult learning centers and colleges use my writing book. The GET AHEAD Handbook was developed for Tinker to use for training. The above papers are on my website: [organizeworkorhome.com](file:///C:\Users\Tammy\AppData\Roaming\Microsoft\Word\organizeworkorhome.com) and are self-published. Each paper has from several hundred hits to several thousand. Last month, my website had 12877 visitors with 13239 page views. Overall, my website has now had more than 660,000 views.

I also am close to finishing a book that I am writing: *Think About It: A Guide to Critical Thinking.*