

**Amber Billion**  
Experiential Education Coordinator  
Department of Experiential Education  
Ben and Maytee Fisch College of Pharmacy, The University of Texas at Tyler  
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### **Education:**

#### **Principal Certification (EC-12) The University of Texas at Tyler**

- 4.0 Grade Point Average in Master of Educational Leadership graduate courses (23 graduate hours in preparation for Principal Certification)

#### **Master of Business Administration (MBA) LeTourneau University, 2100 South Moberly Avenue, Longview, Texas**

- Concentration in Human Resources Management
- 3.92 Grade Point Average

#### **Bachelor of Science, Interdisciplinary Studies—Concentration in Biology/Earth Science/English The University of Texas at Tyler, 3900 University Boulevard, Tyler, Texas**

- 50+ science college hours total (including hours at Tyler Junior College)
- Member of Kappa Delta Pi

#### **Associate of Arts, Interdisciplinary Studies**

- Tyler Junior College, 1400 East Fifth Street, Tyler, Texas

#### **Lindale High School, 411 Eagle Spirit Drive, Lindale, Texas**

- Graduated with the Advanced Honors Program

### **Certifications:**

- Principal EC-12
- Elementary Self-Contained 1-8
- Elementary Biology 1-6
- Elementary Earth Science 1-6
- English 1-8
- English as a Second Language Supplemental

### **Professional Experience:**

#### **July 2023-Present The University of Texas at Tyler, The Ben and Maytee Fisch College of Pharmacy**

##### **Experiential Education Coordinator**

- Coordinates availability of sites and preceptors
- Schedules all students' Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs) for the entire 4-year school doctoral program
- Initiates, prepares, and maintains affiliation agreements related to experiential placement
- Triage questions/inquiries from students, faculty, and preceptors related to experiential education
- Facilitates documentation from preceptors, students, and sites
- Ensures the preceptors meet standards and qualifications required by state and accreditation agencies and boards

- Collaborates in recruiting new experiential sites and preceptors to support experiential education
- Assists in quality assurance monitoring and reporting
- Ensures students meet site requirements and provides needed documentation for clinical experiences
- Coordinates and completes all on-boarding documentation for all student rotations throughout the four-year doctoral program as required by experiential sites
- Serves as the primary correspondent for experiential practice sites and preceptors
- Coordinates and prioritizes visits to experiential sites and prepares related pre- and post-visit documentation
- Maintains student and preceptor records, program records (Microsoft Excel and Word), databases (CORE ELMS), and reports
- Positively contributes to the culture of the Office of Experiential Education and College
- Creates and composes an Experiential Education Coordinator Manual

### **2022-2023 Lindale Independent School District, Lindale High School**

#### **High School Chemistry Educator**

- Instructed seven high school chemistry classes daily

### **2021-2022 Chapel Hill Independent School District, Chapel Hill High School**

#### **High School Integrated Physics and Chemistry (IPC) Educator**

- Instructed seven Integrated Physics and Chemistry (IPC) classes daily

### **2020-2021 Brownsboro Independent School District, Chandler Intermediate School**

#### **Fourth Grade Math Educator**

- Instructed three two-hour math classes (face-to-face)
- Worked closely with math teaching partner to design engaging and rigorous math lessons
- Served on the campus Positive Behavioral Interventions and Supports (PBIS) committee

### **2018-2020 Tyler Independent School District, Moore MST Middle School**

#### **Master Teacher (Instructional Coach)**

- Demonstrated effective coaching and leadership skills to serve, support, and build capacity
- Performed classroom visitations and monitored curriculum implementation through effective coaching methods
- Oriented new teachers in the content areas with instructional strategies while providing sustained mentoring
- Collaborated with teachers and facilitated Professional Learning Communities (PLCs) meetings
- Served teachers, students, administrative team, and staff by providing excellent customer service with tasks needed to carry out the mission/vision of the school and district
- Presented professional development “Differentiating Using Menus” at Legacy High School

### **2016-2018 Lindale Independent School District, Lindale Junior High School/Seventh Grade English Educator**

- Provided quality English/language arts/reading instruction in three 90-minute class periods
- Prepared students for the Seventh Grade Writing STAAR Test and Reading STAAR Test
- Collaborated with English department educators
- Wrote a “Grants for Great Ideas” grant to obtain funds for a grade level classroom blog

## **2008-2016 Tyler Independent School District, Moore MST Magnet Middle School**

### **Sixth Grade Science Educator 2008-2016/Sixth and Seventh Grade Science Educator 2012-2013**

- Facilitated collaboration among sixth grade science team members with lesson planning and preparing for science labs
- Presented (for two consecutive school years) sixth grade science curriculum and model labs/activities to all sixth-grade science teachers throughout Tyler I.S.D. and to other schools in East Texas during Texas Regional Collaborative for Excellence in Science and Mathematics Teaching/Tyler I.S.D./The University of Texas at Tyler training sessions (four sessions each school year with presentations two hours in length)
- Mentored new science teachers on home campus and participated in the Beginning Teacher Induction and Mentoring Program (BTIM) Grant at The University of Texas at Tyler 2009-2012
- Administered grade level leadership by coordinating and organizing field trips
- Conducted science lab presentations during MST Night sessions

## **2007-2008 Brownsboro ISD, Chandler Intermediate School**

### **Sixth Grade Science/Social Studies Educator**

- Attended and provided leadership in the campus Science Club
- Organized a field trip to Expanding Your Horizons held at Tyler Junior College (encouraging females to enter math, science, and technology careers)

## **June 2006-2007 Trinity Mother Frances Health System 530 South Beckham Avenue, Tyler, Texas**

### **Human Resources Representative**

- Interviewed applicants for positions within the health system
- Hired candidates for the hospital medical laboratory, the surgery department, specialty registered nurse positions, and licensed vocational nurse positions
- Presented the Policy and Procedures presentation during New Employee Orientation and a career presentation to area high school students interested in the medical sciences

## **2004-2006 Tyler Independent School District, Hubbard Middle School 1300 Hubbard Drive, Tyler, Texas**

### **Sixth Grade Science/Reading Educator**

- Enhanced science learning with numerous science labs and demonstrations
- Participated in the TARGET Grant Lab-in-a-Bag Program—completed spring 2005 graduate course
- Prepared students for the Sixth Grade TAKS Reading Test
- Instructed middle school math students in the Saturday TAKS Preparation Program

## **2000-2004 Lindale Independent School District, E.J. Moss Intermediate School**

- Instructed Fifth Grade Science/Social Studies 2003-2004
- Instructed Fifth Grade Science/Language Arts 2002-2003
- Instructed Fifth Grade Science/Math 2001-2002
- Instructed Fourth Grade Reading/Language Arts 2000-2001

**1999-2000 Essential Lab Solutions/Dr. Steve Rowley Medical Billing Specialist (Worked with Mother and Stepfather in the Opening of a Family Business)**

- Billed laboratory procedures electronically with accompanying ICD-9 and CPT codes
- Scheduled laboratory tests to be performed on patients in long term care facilities based on incoming physician orders
- Worked closely with Dr. Steve Rowley, Lab Medical Director/Owner, to develop billing procedures and customer service protocols
- Serviced customer accounts through aggressive problem identification and problem resolution skills

**1998-1999 St. Gregory Elementary School, 500 South College Avenue, Tyler, Texas Fifth Grade Science/Language Arts/Social Studies Educator**

- Recruited parent involvement by including healthcare professional parents to conduct unique presentations such as, "The Cardiovascular System."