# Harmony A. Richman

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**EDUCATION**

Master of Education in **Curriculum and Instruction, Technology Education**

Minnesota State University Moorhead (MSUM)

December 2012

Thesis: "The effect of daily mental math activities on mental math skills for foundations of math students."

Bachelor of Science in **Mathematics Education**

Minnesota State University Moorhead (MSUM), Moorhead, MN

May 2008

**CLASSROOM EXPERIENCE**

**Mathematics Instructor,** Dakota College at Bottineau, Bottineau, ND

August 2013 – Current

- Algebra Prep 1, Algebra Prep 2, Algebra Prep 3 taught on campus to nearly 150 students yearly using innovative techniques and Web 2.0 techniques to reach a wide variety of student mathematical knowledge and skills. Conversion of all Algebra Prep curriculum has begun as an OER (Open Education Resource) course.
- Mathematics for Elementary Teachers I and Mathematics for Elementary Teachers II taught remotely through the Interactive Video Network (IVN) and Online. Developed online sections using Moodle. Mathematics for Elementary Teachers II has been transformed into a hands-on approach using manipulatives and is completely OER.
- Finite Mathematic – fully developed and instructed this course which makes math relevel and accessible using current applications and real life data. Implemented using Moodle.
- Precalculus and Calculus – developed and instructed both of these courses as OER delivering them using IVN for Dual Credit students.
- Created an online adaptation of Math Boot Camp using Moodle and Khan Academy with the purpose of helping students successfully enroll in college level courses in mathematics.
- Participate as a member of the Distance Education Committee.
- **Project Lead** for CREAM (College Ready English and Math) Program Initiative working with NDUS (North Dakota University System) and DPI (Department of Public Instruction). Project geared towards helping high

school students become prepared for college level courses in math and writing.

**Adjunct Mathematics Instructor, Valley City State University, Valley City, ND**
January 2016 – Current
- Mathematics for Elementary Teachers II on campus using an OER, developed using many hand's on learning approaches based off of current NCTM and CCSS standards.
- Report any student concerns using Starfish.
- Utilized Blackboard Learning Management System

**Adjunct Mathematics Instructor, Globe University, Moorhead, MN**
January 2013 – March 2016
- Developed a hands-on flipped classroom approach to College Algebra utilizing iPad technology and note taking strategies.
- Gave presentation on "Flipping the Classroom" to colleagues during in-service.
- Awarded "Teacher of the Year" in 2014.

**Adjunct Mathematics Instructor,** Dakota College at Bottineau, Bottineau, ND
February 2013 – May 2013
- Taught Intermediate Algebra remotely via IVN.
- Utilized MyMathLab grading system to post grades and post other homework assignments.

**Mathematics Instructor/Registrar/Academic Coordinator/ Online Coordinator,** Minnesota School of Business, Moorhead, MN
July 2008 – October 2011
- Designed a mathematics curriculum for both Foundations of Math 1 and Foundations of Math 2.
- Provided hands-on, interactive activities that were differentiated to a variety of mathematics skill levels.
- Encouraged students to develop to their full potential as they acquired a sound focus on basic mathematical skills.
- Utilized the BlackBoard grading system to post grades and post other homework assignments.
- Awarded "Teacher of the Quarter" twice.
- Implemented Web 2.0 technologies such as; wikis, ToonDoo, mind-mapping, blogs and Facebook where students could build on problem-solving collaboratively.

- Incorporated Service Learning into mathematics classroom.
- Involved with non-profit organizations such as; Ronald McDonald House and United Way.
- Managed Enrollment Applications, Registration, Orientation
- Process transfer credits for incoming and outgoing transcripts.
- Monitor progress for upcoming graduating students
- Assisted students in registration to keep students on track for graduation.
- Maintain accuracy in student files.
- Support student concerns.
- Maintain student and faculty files both with paper and switching to ImageNow electronic filing system.

**Substitute Teacher**, Moorhead Area Public Schools
August 2008 – Spring 2009
- Ability to work with lesson plans established by primary teacher.
- Versatility in methods of instruction and ability to adapt quickly.
- Flexibility to adapt to new environments and to the students as individuals.
- Grades 1 – 12.

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| **PROFESSIONAL ORGANIZATIONS** | **Minnesota Council of Teachers of Mathematics**<br>**North Dakota Council of Teachers of Mathematics**<br>**National Council of Teachers of Mathematics** |
| **PROFESSIONAL EXPERIENCE** | **Assistant Registrar,** Valley City State University, Valley City, ND<br>October 2011 – August 2013 |

**Assistant Registrar,** Valley City State University, Valley City, ND
October 2011 – August 2013
- Ensure students are prepared and ready for graduation by auditing student files.
- Utilize Campus Connection within the North Dakota University System.
- Create Academic Advisement plans within Campus Connection.
- Work with faculty to ensure accuracy within the academic catalog.
- Provide appropriate sport eligibility for athletics.
- Process transfer credit for all incoming students.

**Graduate Assistant,** Minnesota State University Moorhead, Moorhead, MN
August 2011 – July 2012
- Sorting and organization of research data.

**Auditor,** City of Buffalo, ND
June 2012 – Current
- Keep records of city accounts, compiling and transmitting fiscal records to appropriate state and local officials.

- Prepare financial statements of city finances for the City of Buffalo and City of Buffalo Park Board.
- Monitor and maintain grant funding.

**CUSTOMER SERVICE**

Positions required effective interpersonal communication skills, poise, tact, dependability, honesty, integrity, efficiency, organizational skills, and multitasking.

**Shift Leader**, Holiday Companies, Fargo, ND

Winter 2006 – August 2015

**Promoted** to Shift Leader of Holiday Companies Fall 2006.

- Assist customers with their purchases.
- Responsible for the correct count in the safe, end of day closing reports, and banking.
- Monitor gasoline pumps.

**Office Assistant**, Belland Auto Repair, Little Canada, MN

Summer 2002 - Winter 2006

- Assisted customers with setting up appointments.
- Responsible for accounts receivable and payable.

**COMPUTER SKILLS**

Proficient in; Microsoft Office, Quicken, Intergrade Pro, Power School, Geometer's Sketchpad, BlackBoard, Campus Vue, Image Now, PeopleSoft/Campus Connection, SmartBoard, Moodle, MyMathLab (Pearson), McGraw-Hill Connect, Interactive Video Network (IVN), Starfish, Moodle, Desmos, and Mathcad.