

Elizabeth Amaya

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| Full Name | Elizabeth Amaya |
| Address | 430 North Elm Pauls Valley, OK 73075 |
| Phone | 1 (405) 207-3576 |
| Email | eamaya@matech.edu |

Instructor - Business Office Assistant

| | |
|----------------------|-------------------------------|
| Location | Mid-America Technology Center |
| Category | Teacher |
| Position Type | Full Time |
| Remote/Hybrid | Not Available |
| Pay Type | |
| School Year | 2026 / 2027 School Year |


Welcome!

Your answers will be automatically saved. You can pause and return to complete this application at any time. To begin, click "Next" below. All items marked with a red label are required and must be completed to submit your application.

Mid-America Technology Center considers all applicants for employment without regard to race, color, religion, gender, national origin, age or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. This includes, but is not limited to, admissions, employment, financial aid, and educational services. In addition, Mid-America Technology Center complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Mid-America Technology Center also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws. Mike Eubank is the coordinator of the Mid-America Technology Center's effort to assure nondiscrimination.

Resume

Share Your Resume

 Amaya Resume2026.docx

Contact Information

Contact Information

| | |
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| Name | Elizabeth Amaya |
| Phone | 1 (405) 207-3576 |
| Address | 430 North Elm Pauls Valley OK 73075 |

MATC Questions

Are you over the age of 18?

Yes

Date you can begin to work

Jul 1, 2026

Salary desired

Teacher Salary

Are you willing to work overtime?

Yes

Are you able to perform the essential functions of the position for which you have applied, with or without reasonable accommodation?

Yes

Are you authorized to work for all employers in the United States on a full-time basis, or only for your current employer?

All Employers

Current employer only

Have you ever been employed by Mid-America?

Yes

State the name(s) of any relative(s) at MATC employ and your relationship to them.

None

Have you ever been convicted of a crime?

No

If yes to have you ever been convicted of a crime?

Have you ever served in the U.S. Armed Forces?

No

If yes to have you ever served in the U.S. Armed Forces?

Education

Education

ECU

Degree

Interdisciplinary Studies

Graduate?

No

Dates - CURRENT

GPA

Murray State College

Degree Associate in Science **Graduate?** Yes

Dates Aug 11, 2009 - May 11, 2012

GPA

Prior Work History

Employment History

Office Manager

Employer St. Catherine of Sienna

Dates Jul 11, 2001 - Oct 15, 2020

Location Pauls Valley OK, 73075

Salary

Reason For Leaving

Supervisor Name Jim Chamberlain

Supervisor Phone 4058262272

Supervisor Email eamaya@matech.edu

Can Contact? Yes

Teacher Aid/ESL

Employer Whitebead School

Dates Jan 7, 2001 - May 17, 2011

Location Pauls Valley OK, 73075

Salary

Reason For Leaving Maternity

Supervisor Name Mary Smith

Supervisor Phone

Supervisor Email

Can Contact? Yes

References

References

Amanda Cummings

| | |
|---------------------|----------------------|
| Relationship | Colleague |
| Time Known | 13 |
| Email | acummings@matech.edu |
| Phone | (405) 331-0561 |

Additional Applicant Information

Memberships, awards, and additional training.

OkACTE, OATP, 25-26 MATC Support Staff of the Year

Skills, licenses, and/or trade/professional certifications.

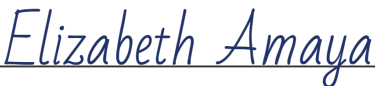
BOA prepares students for a field of work in which I have worked for over 10 years.

Additional information about yourself that you believe would be helpful in appraising your qualifications for the position for which you are applying:

I am bilingual and can help students obtain documentation or other resources needed to obtain employment.

Digital Signature

Digital Signature


Electronically signed by Elizabeth Amaya at 03/13/2026 12:50 pm

E | A

ELIZABETH AMAYA

430 North Elm
Pauls Valley, OK

(405)207-3576

amayaeliza79@gmail.com

EXPERTISE

- Fluent in Spanish
- Proficient in Microsoft Suite and Canva
- Test proctoring and assessment coordination
- Strong organizational and communication skills
- Experience with Pearson, PROV, ETS, SACA, WorkKeys, Accuplacer, and HPCP exams
- Positive attitude and strong work ethic
- Flexible, fast learner, and team player
- Valid Class B CDL (Commercial Driver's License) - School Bus Endorsement
- Data entry and records management
- Multitasking and time management

EDUCATION

Bachelor of Arts in
Interdisciplinary Studies (Grad
Projection: Summer 2026)
East Central University - Ada,
OK

Associate of Science, 2012
Murray State College -
Tishomingo, OK

PROFILE

Motivated and bilingual educator with over 10 years of experience in education and administration. Proven ability to support students and staff, manage testing processes, and maintain organized records. Proficient in Microsoft Suite and Canva. Experienced in coordinating assessments and providing translation services for Spanish-speaking families.

PROFESSIONAL EXPERIENCE

Assessment Center Assistant / Teacher Assistant

Mid-America Technology Center - Wayne, OK

Aug 2021 - Present

- Started as Teacher Assistant in the Business Office and Medical Office programs.
- Promoted to Assessment Center Assistant after two years.
- Proctored exams for PSI, Pearson, PROV, ETS, SACA, WorkKeys, and Accuplacer
- Assisted with CareerTech HPCP certifications for campus programs.
- Utilized Microsoft Word, Excel, and Canva to prepare testing materials and reports.
- Experience creating lesson plans for adult ESL learners

Teacher's Aide / PK Spanish Teacher / ESL Support

Whitebead School - Pauls Valley, OK

Jan 2000 - May 2011 & Mar 2021 - Aug 2021

- Provided classroom support and ESL assistance.
- Taught introductory Spanish to Pre-K students.
- Developed lesson plans
- Adapted lessons to different learning levels and language abilities
- Translated school communications for Spanish-speaking families.

Office Manager / Secretary

St. Catherine of Siena Church - Pauls Valley, OK

Jul 2015 - Oct 2020

- Managed office operations, scheduling, and financial reports using Quicken.
- Coordinated meetings and ensured Safe Environment training compliance.
- Maintained office inventory and handled sensitive matters confidentially.