

Comelia L. Walker

Objective: To transform learning spaces by embodying the institution's mission and vision in my teaching and learning, as well as my personal values and beliefs.

Education

Jackson State University, Jackson, MS	<i>April 2018</i>
Bachelor of Science- Mathematics	
Jackson State University, Jackson, MS	<i>May 2020</i>
Master of Arts in Teaching	
Jackson State University, Jackson, MS	<i>April 2021</i>
18 Graduate Credit Hours in Mathematics	
Mississippi College, Clinton, MS	<i>August 2023</i>
Education Specialist in Educational Leadership Administration k-12	
Jackson State University, Jackson, MS	<i>December 2024</i>
Doctor of Philosophy in Educational Administration	

Experience

Millsaps College, Jackson, MS 2023

Student Success Coach

- Foster persistence and completion by maintaining a caseload of first time in college and transfer of students.
- Develop and implement procedures for intake, monitoring, and assessment of student progress in accordance with college guidelines.
- Conduct one-on-one coaching meetings with students to develop and integrate habits of personal and academic success through strategies focusing on developing skills in goal setting, creating academic plans, preparing for tests, utilizing individual learning styles, time/stress management, financial literacy, and career exploration.
- Track the advancement of provided services through intentional assessment and evaluation.

Canton Public Schools, Nichols Middle School, Canton, MS 2021

Instructional Coach| Attendance Clerk| Test Coordinator| Mathematics Department Chair

- Work with teachers to improve the quality of their lessons and the quality of students' education.
- Maintain the students' attendance records.
- Plan, manage, and execute the test process, within planning and budgeting at the right quality, for at most one test level.
- Serve as a consultant to math teachers and school administrators in the development and implementation of math curricula and special math programs.

Jackson State University, Jackson, MS 2021

Retention & Withdrawal Officer

- Assist freshman students in developing an educational plan and strategies to improve student success.
- Monitor and provide intervention to students in need of support to enhance their academic success by utilizing mentoring, advising, and available technology and tracking systems.
- Coordinate group learning activities to promote student success and to foster a sense of belonging for students particularly those who are experiencing academic difficulties.
- Outreach to students who have left JSU without a degree and aid help them achieve degree completion.
- Assist students with the university withdrawal process.

Jackson Public Schools, Callaway High School, Jackson, MS, 2018

Algebra I, Algebra II, & Algebra III Educator

Maintenance of just and courteous professional relationships with pupils, parents, staff members, community members and others.

Maintenance and improvement of my efficiency and knowledge of developments in my fields of work through research, if applicable, and continuing professional development.

Transaction of all official business with the properly designated authorities of the school system.

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Assist pupils developing the passion and skills for becoming lifelong, 21st century learners.

Tougaloo College, Jackson, MS, 2018

Mathematics Tutor, Upward Bound Program

Tutor high school students in Mathematics that attend Callaway High School who have an academic need, fall either within the economic or first-generation guidelines set forth by the U.S. Department of Education, to further assist with their success.

Jackson State University, Jackson, MS, 2017

Graduate Assistant of Disability Services and ADA Compliance

Attend class with assigned student and take notes for that student.

Proctor exams.

Assist student with lab class.

Provide clerical assistance.

Secure and administer exams.

Communicates with faculty and students to schedule.

Maintains integrity of the exam process

Facilitates distribution and retrieval of documents.

Performs other duties as assigned.

Madison County Justice Court, Canton, MS 2017

Summer Worker

Prepare notices for Civil Suits and Court appearances.

Serve as receptionist.

File court records by case number.

Madison County Board of Supervisors, Canton, MS, 2015

Summer Worker

Send certified mail on property taxes.

Serves as receptionist.

Create Zoning chart through Microsoft Word.

Honors, Awards, and Affiliations

- NCBW (National Coalition of 100 Black Women), Scholarship Recipient 2014
- Zeta Phi Beta Sorority Incorporated, Tau Phi Zeta Chapter of Canton, MS, Scholarship Recipient 2014
- DAR (Daughters of the American Revolution), Scholarship Recipient 2014
- Superintendent Scholarship Recipient 2014
- 100 Black Men of Jackson, MS, Scholarship Recipient 2014
- Nissan Topre, Scholarship Recipient 2014
- Jackson State University Salutatorian, Scholarship Recipient 2014
- NEA (National Education Association – Student Program) - Member 2014
- EOLT (Essence of a Lady Tiger) - Member 2014
- NAACP (National Association for the Advancement of Colored People) –Member 2014
- Pre- Alumni Council- Member 2014
- EXTREEMS-QED (Expeditions in Training, Research and Education for Mathematics and Statistics through Quantitative Exploration of Data) Scholar-2014
- Progress in Integrating Technology in the Teaching and Learning of Mathematics at HBCU’s Scholar-2014
- Dean’s List- Fall 2014, Spring 2015, Spring 2018
- Alpha Lambda Delta Honor Society- Member 2015
- Zeta Phi Beta Sorority, Incorporated, Lambda Beta Chapter- Member 2016
- President’s List- Fall 2017
- Miss Jackson State University 2017-2018

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- Finally First Mentorship- Founder 2017
- Grand Marshal- City of Canton Christmas Parade 2017
- Spirit of the Court, Thee I Love Awards Recipient 2018
- Senior Most Likely to Give Back to JSU, Thee I Love Awards Recipient 2018
- Accomplishment Award Recipient 2018- Beta Alpha Chapter and Upsilon Epsilon Chapter of Omega Psi Phi Fraternity, Incorporated
- Zeta Phi Beta Sorority, Incorporated, Alpha Alpha Psi Zeta Chapter- Member 2019
- STEM STARS (Science, Technology, Engineering, and Mathematic Scholars Teacher Academy Resident System) Scholar- 2019
- U.S. PREP (University- School Partnerships for the Renewal of Educator Preparation) Scholar- 2019
- Teacher of the Year, Callaway High School- 2019
- Madison County Coordinator, Central District Transportation Commissioner Elect- Willie Simmons- 2019
- Tom Joyner Foundation, Scholarship Recipient 2019
- Madison County Coordinator, Senate District 21- Senator Barbara Blackmon- 2019
- Madison County Coordinator, Central District Transportation Commissioner – Commissioner Willie Simmons- 2019 & 2023
- Transition Committee Member, Central District Transportation Commissioner Elect- Willie Simmons- 2019
- Chamber of Commerce, Canton, MS- Member 2019
- Staff of the Month- October 2021
- Self-Published Author- 2022
- Staff of the Month- March 2023
- NACADA Member- August 2023
- NACADA Region 4: Proposal Reader- September 2023
- Zeta Phi Beta Sorority, Incorporated, Tau Upsilon Zeta Chapter- Member 2023
- Canton Garden Club- Member 2023

Expertise

- Microsoft Office
- Networking
- Social Media
- Community Engagement
- Organization

References

Available upon request.