

**An
Academic Portfolio
Developed for the
Assessment of the Prior Experiential Learning of**

SHANNON CONSALUS

**seeking a
BACHELOR OF BUSINESS STUDIES**

**with a Major in
Management**

**CAED 3303:
Experiential Learning
Section 01**

Instructor: Lynda F. Jackson

Spring Semester 2004

**Dallas Baptist University
College of Adult Education
3000 Mountain Creek Parkway
Dallas, Texas 75211-9212**

An
Academic Portfolio
Developed for the
Assessment of the Prior Experiential Learning of

SHANNON CONSALUS

seeking a
BACHELOR OF BUSINESS STUDIES

with a Major in
Management

CAED 3303:
Experiential Learning
Section 01

Instructor: Lynda F. Jackson

Spring Semester 2004

Dallas Baptist University
College of Adult Education
3000 Mountain Creek Parkway
Dallas, Texas 75211-9212

TABLE OF CONTENTS

A. NOTARIZED STATEMENT

B. STUDENT PROFILE

1. DBU Transcript Evaluation Form
2. Copy of Previous College Transcript
3. Draft Degree Plan
4. Resume
5. Autobiography SP-1

C. COURSE PETITIONS

1. MGMT 3351 Business Accounts Management P-1
2. BUAD 3352 Business Event Planning P-11
3. BUAD 3353 Business Communications P-18
4. BUAD 3354 Customer Service P-24
5. BUAD 3355 Computer Applications in Business P-32
6. MGMT 3356 Business Human Relations Mgmt P-40
7. MGMT 3358 International Business Relations P-46
8. BUAD 3359 Executive Administrative Procedures P-56
9. BUAD 3360 The Leader's Role in Supervision P-65
10. BUAD 3362 Business Training and Development P-76
11. BUAD 3363 Personal Financial Decisions P-85
12. BUAD 3364 Desktop Publishing P-96
13. MGMT 3365 Office Management P-100

D. DOCUMENTATION

1. Annotated Bibliography D-1
2. Letter of Verification from Tina Walser D-6
3. Work Sample: Electronic Federal Tax Deposit D-10
4. Work Sample: Commercial Invoice D-11
5. Work Sample: Customer Statement D-12
6. Work Sample: Customer Past Due Statement D-13
7. Work Sample: Accounts Payable Aged Report D-14
8. Article: Governor Perry Newspaper Article D-18
9. Picture: Governor Perry and AFSI Employees D-19
10. Work Sample: Online Hotel E-mail Confirmation D-21
11. Work Sample: Online Flight E-mail Confirmation D-22
12. Work Sample: Faxed "Letter of Shipment" D-26
13. Work Sample: Company Letterhead D-27
14. Work Sample: Memorandum "Passport Instruction" D-28
15. Seminar: "Business Writing for Results" D-29

16.	Work Sample: Fax Coversheet "Past Due" Notice	D-32
17.	Work Sample: U.P.S. PowerPoint Presentation	D-33
18.	Work Sample: Internat'l Distributor Thank You E-mail	D-37
19.	Sample Document: Interview Questions	D-38
20.	Sample Document: Application for Employment	D-39
21.	Sample Document: Confidentiality Agreement	D-42
22.	Sample Document: Medical Reimbursement Guide	D-43
23.	Sample Document: I-9	D-44
24.	Sample Document: W-4	D-45
25.	Sample Document: Health Insurance Application	D-46
26.	Sample Document: Employee Manual	D-47
27.	Sample Document: Employee Evaluation Form	D-50
28.	Work Sample: Signed Employee Evaluation	D-51
29.	Sample Document: Employee Interview	D-52
30.	Sample Document: Employee Questionnaire	D-53
31.	Work Sample: Packing List	D-54
32.	Work Sample: Freight Quote Request Form	D-55
33.	Seminar: "Letter's of Credit"	D-56
34.	Work Sample: Letter's of Credit	D-57
35.	Work Sample: Pro forma Price Quote Request Form	D-58
36.	Work Sample: Freight Forwarder Quote	D-59
37.	Work Sample: International Fax Quote	D-60
38.	Work Sample: International Pro forma Invoice	D-61
39.	Work Sample: "Known Shipper's Certificate"	D-62
40.	Work Sample: Shipper's "Letter of Instruction"	D-63
41.	Work Sample: Letter of Credit Payment Details	D-64
42.	Work Sample: Wire Transfer Confirmation	D-65
43.	Work Sample: International E-mail Freight Quote	D-67
44.	Work Sample: Wire Transfer Confirmation	D-69
45.	Work Sample: Exchange Rate Website	D-70
46.	Work Sample: Purchase Order	D-71
47.	Work Sample: Telephone Order Sheet	D-72
48.	Certificate: "The Take Chare Assistant" Seminar	D-73
49.	Work Sample: Job Order Worksheet	D-74
50.	Work Sample: Pro forma Checklist	D-75
51.	Work Sample: Peachtree Training Guide	D-77
52.	Work Sample: Peachtree Training CD	D-78
53.	Work Sample: Employment Interview	D-79
54.	Sample Document: Wells Fargo Automatic Draft	D-80
55.	Sample Document: Home Insurance Renewal Letter	D-81
56.	Sample Document: Auto Insurance Renewal Letter	D-82
57.	Work Sample: Refinance of Mortgage Form 1098	D-83
58.	Spreadsheet: Personal Budget	D-84
59.	Work Sample: Trade Show Marketing Mailer	D-85
60.	Work Sample: End of Month CPA Checklist	D-86
61.	Work Sample: End of Month Bookkeeping Checklist	D-87

62.	Work Sample: Multi-language Fax Coversheet	D-90
63.	Work Sample: Fax Coversheet	D-91
64.	Work Sample: Agenda	D-92
65.	Work Sample: Meeting Minutes	D-94
66.	Work Sample: Customer "Thank You" Note	D-98
67.	Sample Document: Business Card	D-99
68.	Work Sample: Employee Census	D-100

BACHELOR OF BUSINESS STUDIES
DALLAS BAPTIST UNIVERSITY

PORTFOLIO
FOR THE
ASSESSMENT OF PRIOR
EXPERIENTIAL LEARNING

I certify that even though I may have used other portfolios, petitions, and/or course descriptions as examples, the petitions present in this portfolio are the result of my unique experiences and what I learned from them.

I certify that the documents presented in this portfolio are authentic personal documents or they are copies of authentic personal documents that reflect my experiences.

I certify that any statements made by me in this portfolio are true.

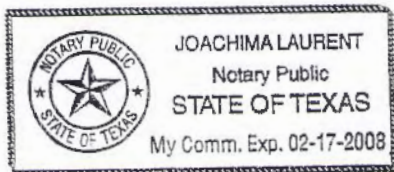
Permission is hereby granted to-
DALLAS BAPTIST UNIVERSITY to utilize this portfolio for assessing my experiential learning credit.

Shannon Conzalez
(Student Signature)

State of Texas

Before me personally appeared Shannon Conzalez this 11th day
of May 2004. (Student Name)

Joachima Laurent
(Notary Signature)



Notary Public
County of DALLAS

STUDENT PROFILE

Student..... Mrs. Shannon K. Consalus

Institution: Dallas County Community College District

Acad Programs: BBS.MANA

T R A N S F E R					E Q U I V A L E N T					
Course	Title	Credits	Gr	End Dt	Course/ Subject/Crs Lvl	GR/ Dept	Credits	Type	Acad Lvl	Status
ACCT 2302	Prin of Accounting II	3.00	A	10/01/03	ACCT*2302	A	3.00	T	UG	TR
Equiv. Description.....										
Restrict to Acad Programs:										
COSC 1300	Computer Literacy	3.00	A	10/01/03	COSC*1301	A	3.00	T	UG	TR
Equiv. Description.....										
Restrict to Acad Programs:										
KNES WAIVED	Kinesiology Requ Waived	0.00	CR	07/01/03	KNES*WAIVED	CR	0.00	W	UG	TR
Equiv. Description.....										
Restrict to Acad Programs:										
FOUN WAIVED	Foundations Requ Waived	0.00	CR	07/01/03	FOUN*WAIVED	CR	0.00	W	UG	TR
Equiv. Description.....										
Restrict to Acad Programs:										
CHAP WAIVED	Chapel Requ Waived	0.00	CR	07/01/03	CHAP*WAIVED	CR	0.00	W	UG	TR
Equiv. Description.....										
Restrict to Acad Programs:										
RELI REQU9	9 Religion Cre. Requ	0.00	CR	07/01/03	RELI*REQU9	CR	0.00	W	UG	TR
Equiv. Description.....										
Restrict to Acad Programs:										
ENGL 1301	Composition I	3.00	B	07/01/03	ENGL*1301	B	3.00	T	UG	TR
Equiv. Description.....										
Restrict to Acad Programs:										
ENGL 1302	Composition II	3.00	C	07/01/03	ENGL*1302	C	3.00	T	UG	TR
Equiv. Description.....										
Restrict to Acad Programs:										
PHED 1144	Walk for Fitness	1.00	B	07/01/03	KNES*REQU	B	1.00	T	UG	TR
Equiv. Description.....										
Restrict to Acad Programs:										
PSYC 2301	Introduction to Psychology	3.00	A	07/01/03	PSYC*1301	A	3.00	T	UG	TR
Equiv. Description.....										
Restrict to Acad Programs:										
GOVT 2302	American Government	3.00	B	07/01/03	POLS*2302	B	3.00	T	UG	TR
Equiv. Description.....										
Restrict to Acad Programs:										
SPCH 1311	Introduction to Speech	3.00	B	07/01/03	COMA*1302	B	3.00	T	UG	TR
Equiv. Description.....										
Restrict to Acad Programs:										

BIOL 1409	Biological Science	4.00	C	07/01/03	BIOL*REQU	C	4.00	T	UG	TR
Equiv. Description.....:										
Restrict to Acad Programs:										
GOVT 2301	American Government	3.00	C	07/01/03	POLS*2301	C	3.00	T	UG	TR
Equiv. Description.....:										
Restrict to Acad Programs:										
SPAN 1411	Beginning Spanish	4.00	B	07/01/03	SPAN*1401	B	4.00	T	UG	TR
Equiv. Description.....:										
Restrict to Acad Programs:										
HIST 1302	History of the United States	3.00	A	07/01/03	HIST*1302	A	3.00	T	UG	TR
Equiv. Description.....:										
Restrict to Acad Programs:										
ENGL 2328	American Literature	3.00	A	07/01/03	ENGL*REQU	A	3.00	T	UG	TR
Equiv. Description.....:										
Restrict to Acad Programs:										
HIST 1301	History of the United States	3.00	B	07/01/03	HIST*1301	B	3.00	T	UG	TR
Equiv. Description.....:										
Restrict to Acad Programs:										
ACCT 2301	Prin of Accounting I	3.00	A	07/01/03	ACCT*2301	A	3.00	T	UG	TR
Equiv. Description.....:										
Restrict to Acad Programs:										
MUSI 1306	Music Appreciation	3.00	A	07/01/03	FNAR*REQU	A	3.00	T	UG	TR
Equiv. Description.....:										
Restrict to Acad Programs:										
ECON 2301	Principles of Economics I	3.00	B	07/01/03	ECON*2301	B	3.00	T	UG	TR
Equiv. Description.....:										
Restrict to Acad Programs:										
BIOL 1408	Biological Science	4.00	A	07/01/03	BIOL*REQU	A	4.00	T	UG	TR
Equiv. Description.....:										
Restrict to Acad Programs:										
MATH 1314	College Algebra	3.00	C	07/01/03	MATH*1303	C	3.00	T	UG	TR
Equiv. Description.....:										
Restrict to Acad Programs:										

Total for Mrs. Shannon K. Consalus

56.00 Transfer Credit

58.00 Equiv Transfer Credit

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Consalus		Shannon	
LAST NAME	FIRST	MI	
██████████	██████████		05/01/75
SOCIAL SECURITY NO.	I.D. NUMBER	BIRTHDATE	

INFORMATION IS NOT TO BE RELEASED WITHOUT WRITTEN PERMISSION OF STUDENT.
(Family Educational Rights and Privacy Act — 1974)

Academic

Texas Academic Skills Program (TASP) Information As Required By Legislative Act: House Bill 2182 of 1989.

Student has met all TASP req.
 Reading: Met 284 07/93 TASP
 Writing: Met 240 07/93 TASP
 Math: Met 283 07/93 TASP



Texas Core Curriculum Information As Required By Legislative Act: House Bill 2182 of 1989.

TRANSCRIPT

Page: 1 of 2

OFFICIAL

COLLEGE CODE	COURSE NUMBER	COURSE TITLE	CORE CURR	SEM/CEU HRS	GRADE	COLLEGE CODE	COURSE NUMBER	COURSE TITLE	CORE CURR	SEM/CEU HRS	GRADE
Institutions attended:						FALL 1999 (08/30/1999 to 12/16/1999)					
Cedar Hill High School						MV	PHED1124	BEG AEROBIC DANCE		0.00	W
FALL 1994 (08/29/1994 to 12/15/1994)						MV	GEOG1301	PHYSICAL GEOG		0.00	W
MV	PSY101	INTRO TO PSYCH		0.00	F +	MV	BUSI1301	INTRO TO BUSIN		0.00	W
MV	PEH100	LFT SPORTS ACT		0.00	F	MV	MATH1314	COLL ALGEBRA		0.00	W
MV	BIO101	GEN BIOLOGY		0.00	F	Term GPA1 0.000 GPA1 Credit				0.00	
MV	ENG101	COMPOSITION I		0.00	F +	FALL 2000 (08/28/2000 to 12/14/2000)					
Term GPA1 0.000 GPA1 Credit 11.00						MV	ACCT2301	PRIN ACCT I		3.00	A
SUMMER 1 1995 (06/05/1995 to 07/06/1995)						MV	MUSI1306	MUSIC APPREC	050	3.00	A
MV	SC101	INTRO SPE COMM		0.00	W	MV	ECON2301	PRIN ECON	080	3.00	B
MV	HST101	HIST U S		0.00	F +	Term GPA1 3.667 GPA1 Credit				9.00	
Term GPA1 0.000 GPA1 Credit 3.00						SPRING 2001 (01/16/2001 to 05/10/2001)					
NL	ENGL1301	COMPOSITION I	010	3.00	B	MV	BIOL1408	BIOLOGICAL SCI	030	4.00	A
NL	HDEV0092	STUDENT SUCCES		3.00	A	MV	MATH1314	COLL ALGEBRA	020	3.00	C
Term GPA1 3.500 GPA1 Credit 6.00						Term GPA1 3.143 GPA1 Credit				7.00	
SUMMER 2 1996 (07/11/1996 to 08/13/1996)						MV	PSYC2306	HUMAN SEXUALIT		0.00	W
NL	ENGL1302	COMPOSITION II	010	3.00	C	MV	MATH1325	BUSINESS CALCULUS		0.00	W
Term GPA1 2.000 GPA1 Credit 3.00						MV	ECON2302	PRIN ECON		0.00	W
FALL 1996 (08/26/1996 to 12/12/1996)						MV	ACCT2302	PRIN ACCT II		0.00	W
NL	PHED1144	WALK FOR FITNS		1.00	B	Term GPA1 0.000 GPA1 Credit				0.00	
NL	PSYC2301	INTRO TO PSYCH	080	3.00	A	2002 FALL (08/26/2002 to 12/12/2002)					
NL	GOVT2302	AMER GOVT	070	3.00	B	MV	SOCI2306	HUMAN SEXUALIT		0.00	F +
Term GPA1 3.429 GPA1 Credit 7.00						MV	SPAN1412	BEG SPANISH		0.00	W
SUMMER 1997 (01/13/1997 to 05/08/1997)						Term GPA1 0.000 GPA1 Credit				3.00	
NL	SPCH1311	INTRO SPE COMM	010	3.00	B	2003 SPRING (01/13/2003 to 05/08/2003)					
NL	BIOL1409	BIOLOGICAL SCI	030	4.00	C	MV	SOCI2306	HUMAN SEXUALIT		0.00	F
NL	GOVT2301	AMER GOVT	070	3.00	C	Term GPA1 0.000 GPA1 Credit				3.00	
NL	SPAN1411	BEG SPANISH	010	4.00	B	Cumulative GPA'S					
Term GPA1 2.500 GPA1 Credit 14.00						GPA1		GPA2			
FALL 1997 (08/25/1997 to 12/11/1997)						Grade point average		2.752	2.700		
NL	HIST1302	HIST U S	060	3.00	A	GPA hours attempted:		53	60		
NL	ECON2301	PRIN ECON		0.00	W	GPA hours earned:		55	52		
NL	SPAN1412	BEG SPANISH		0.00	W	GPA hours points:		174	162		
NL	ENGL2332	WORLD LIT		0.00	W	RECEIVED					
Term GPA1 4.000 GPA1 Credit 3.00						Release of information from this transcript to a third party is prohibited by the Family Educational Rights and Privacy Act of 1974.					
SUMMER 1 1999 (06/07/1999 to 07/08/1999)											
MV	ENGL2328	AMERICAN LIT	040	3.00	A						
Term GPA1 3.500 GPA1 Credit 6.00											
SUMMER 2 1999 (06/07/1999 to 07/30/1999)						<p>REGISTRAR</p> <p>Glenda Ball</p> <p>ISSUED TO STUDENT</p>					
MV	HIST1301	HIST U S	060	3.00	B						
Term GPA1 3.500 GPA1 Credit 6.00											

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Consalus		Shannon	
LAST NAME	FIRST	MI	
██████████	██████████	05/01/75	
SOCIAL SECURITY NO.	I.D. NUMBER	BIRTHDATE	
INFORMATION IS NOT TO BE RELEASED WITHOUT WRITTEN PERMISSION OF STUDENT. (Family Educational Rights and Privacy Act — 1974)			

Academic

Texas Academic Skills Program (TASP) Information As Required By Legislative Act: House Bill 2182 of 1989.

Student has met all TASP req.
 Reading: Met 284 07/93 TASP
 Writing: Met 240 07/93 TASP
 Math: Met 283 07/93 TASP



TRANSCRIPT

Texas Core Curriculum Information As Required By Legislative Act: Senate Bill 128 of 1997.
 Core not completed

COLLEGE CODE	COURSE NUMBER	COURSE TITLE	CORE CURR	SEM/CEU HRS	GRADE	COLLEGE CODE	COURSE NUMBER	COURSE TITLE	CORE CURR	SEM/CEU HRS	GRADE
	Overall	DCCCD hours earned:		55							
		Core Curriculum Coursework undertaken at the DCCCD									
NL	ENGL1301	Communication	010	3.00	B						
NL	ENGL1302	Communication	010	3.00	C						
NL	SPAN1411	Communication	010	4.00	B						
NL	SPCH1311	Communication	010	3.00	B						
MV	MATH1314	Mathematics	020	3.00	C						
MV	BIOL1408	Natural Sciences	030	4.00	A						
NL	BIOL1409	Natural Sciences	030	4.00	C						
MV	ENGL2328	Humanities	040	3.00	A						
MV	MUSI1306	Visual & Perf Art	050	3.00	A						
MV	HIST1301	History	060	3.00	B						
NL	HIST1302	History	060	3.00	A						
NL	GOVT2301	Political Science	070	3.00	C						
NL	GOVT2302	Political Science	070	3.00	B						
MV	ECON2301	Social/Behav Sci	080	3.00	B						
NL	PSYC2301	Social/Behav Sci	080	3.00	A						
	End of official record		07/07/2003								

OFFICIAL DOCUMENT

ISSUED TO STUDENT

Release of information from this transcript to a third party is prohibited by the Family Educational Rights and Privacy Act of 1974.

RECEIVED
 JUN 9 2003
 DBU ADMISSIONS



Glenda Bell

REGISTRAR

NAME: FORSYTHE, SHANNON KAYE
 ADDRESS: [REDACTED]

UNIVERSITY OF NORTH TEXAS
 DENTON, TEXAS 76203
 OFFICE OF THE REGISTRAR
 OFFICIAL ACADEMIC RECORD

STUDENT NUMBER: [REDACTED]

COURSE NUMBER	TITLE	EARN HRS	GRADE	GRADE PTS	COURSE NUMBER	TITLE	EARN HRS	GRADE	GRADE PTS
---------------	-------	----------	-------	-----------	---------------	-------	----------	-------	-----------

1993 FALL

PSCI 1040	AMERICAN GOV	(3.0)	W	0.0
HIST 2610	U S TO 1865	(3.0)	WF	0.0
ENGL 1310	COL WRIT I	(3.0)	WF	0.0
MATH 1100	COLLEGE ALGEBRA	(3.0)	W	0.0

Academic Status Probation

Undergraduate	EARN HRS	P/NP HRS	ATMP HRS	GRADE PNTS	GPA
Current	0.0	0.0	6.0	0.0	0.000
Cumulative	0.0	0.0	6.0	0.0	0.000
TRF Hrs Included	0.0		6.0	0.0	

Status 11/29/1993 Withdrawn

***** END OF ACADEMIC RECORD *****

Shannon Consalus

Phone: [REDACTED]

E-Mail: [REDACTED]

Objective: To obtain a servant leadership position with a growing company, in which I can utilize my knowledge and experience in a business environment to benefit the company and myself.

Professional Experience

July 1998 To Present

Automated Food Systems, Inc.

Duncanville, Texas

Office Manager /Bookkeeper/Assistant Office Manager/Receptionist

- Accounts Payable, Accounts Receivable, Collections, Payroll, Reconciliation of Bank Accounts/Petty Cash and Expense Reports, Make all Travel Arrangements, Maintain Employee Records, Handle Company Insurance, Financial Reports, Budget, Meeting Coordinator, Price Comparisons, Trainer, Supervisor and Oversee Smooth Flow of Office
- Customer Service, Domestic and International Shipping and Receiving, Prepare and Mail Operations and Parts Manuals, Employee Handbook, Prepare and Update Employee Evaluations and Pay
- Answer phones, take and process customer orders, mail disbursement...anything it takes to get the job done.

Dec. 1995 To Feb. 1998

Trail Dust Steakhouse

Arlington, Texas

Waitress/Cashier

- Serve Customers in a timely, friendly fashion

Feb. 1995 To Dec. 1995

Texas Premium Waters

Grand Prairie, Texas

Administrative Assistant to General Manager

- Prepare documents for General Manager(customer letters, employee memos,etc.), Payroll, Handled Customer Complaints, Accounts Payable, Accounts Receivable

Feb. 1994 To Jan. 1995

Doty-Moore Tower Services

Cedar Hill, Texas

Receptionist

- Answer phones, Prepare mailings to potential communications customers, kept meetings of safety meetings, Outgoing and Incoming Mail
- Payroll

Oct. 1993 To Jan. 1994

The Christmas Store

Denton, Texas
Store Supervisor

- Supervise and Train 5 employees, Employee Schedule, Stock Christmas items, Assist customers, Count and deposit money at End of Day, Close store

May 1993 To Oct. 1993

Shear Cuts

Cedar Hill, Texas
Receptionist

- Take customers names that are on a wait, make hair cut appointments, run cash register, wash towels, sweep floors

Oct. 1992 To Jan. 1993

Your Christmas Store

Duncanville, Texas
Sales Assistant

- Decorate store, wire Christmas Trees with Lights, Run Cash register, stock ornaments, assist customers

Education

4 Year University

Dallas Baptist University
Dallas, Texas

University of North Texas
Denton, Texas

Community College

Mountain View Community College
Dallas, Texas

North Lake Community College
Los Colinas, Texas

High School

Cedar Hill High School
Cedar Hill, Texas

Computer Skills

I have extensive experience in Microsoft Applications; such as, Word, Excel, and PowerPoint. I also have great knowledge in the following softwares due to my bookkeeping and Marketing experience: Peachtree, ACCPAC, Lotus 1-2-3, PageMaker 6.0. I access the Internet and e-mail on a daily basis and am very familiar with these functions.

Birth and Early Childhood

The doctor exclaimed to the parents, "It's a Girl!" On May 1, 1975 they named the baby girl, Shannon Kaye Forsythe...that's me. It was a day they would never forget. Randy and Beth Forsythe were so excited, because it was their first child. Yet they were scared at the same time. Mom got pregnant her senior year in high school at the age of 18. Dad was only a couple of years older. They thought they loved each other and decided the right thing to do was to get married before the baby was born. Dad also decided to join the Air Force in order to make something of his life, while Mom would stay home and take care of me.

One year, two months, and eight days later, my sister Melissa was born. Melissa was born premature and very unhealthy. They did not know if Melissa would survive. I found out a couple of years ago, the reason Melissa was born prematurely was because my Dad (from hereon I will refer to as Father) had pushed my Mom down a flight of stairs.

My earliest childhood memory is of my Father throwing his cowboy boot across the room and hitting my Mom in the head with the heel of the boot. Despite all of the abuse, Mom stayed with him. Like my Mom I wasn't angry with him either, because as far as I knew, this was normal. I loved him! He did no wrong in my eyes.

Then on April 2, 1979 my brother Jason was born. Three kids in a four year span had put quite a strain on their marriage, both emotionally and financially; after all, they were still kids themselves. The Air Force restationed my Father from Fort Worth, TX to Great Falls, Montana. After being in Montana a few months my parents decided they couldn't handle things anymore and they needed help. My sister and I were sent back to Texas, while my Mom, Father and new baby brother stayed in Montana. I would live with my Grandma and Granddad. Melissa would live with Aunt Kathy and Uncle Marshall. I blamed my Mom and thought she didn't want me anymore. I am writing this and thinking, "Man, I really had an awful childhood". But, then I realize God had a plan all along. This became a huge turning point in my life spiritually.

My Grandma, with whom I now lived, was my Angel on Earth. She taught me about God and Jesus. She read the Bible to me daily. She took me to Church. She gave me Bible verses to memorize, and if I learned them she would take me to McDonald's or Kentucky Fried Chicken to get whatever I wanted. She encouraged me, praised me, adored me, and most importantly, she loved me! I knew I was loved, and that felt good!

When I turned five, my Mom and little brother moved back to Texas. They moved in with my Grandma and Melissa came too. My Mom had finally had enough and decided to divorce my Father. By the time I started Kindergarten the divorce was final. My Father said he would come to see us. Melissa and I would fall asleep on the couch waiting for him to come when he said he was, but he never showed up. I took

this anger out on my Mom, because in my mind it was her fault that they got a divorce in the first place.

Kindergarten was fine, I guess. Grandma's house was directly across the street from my school, Mark Twain Elementary. Even though we lived right across the street, I was late to school every single day. I had to go to the office everyday to get a tardy slip. I remember the ladies in the office asking me why I was late everyday, if I lived right across the street. I just shrugged my shoulders. When I became an adult I asked my Mom this very question and she told me she had gone back to College and was gone before we left for school and my Grandma thought school started at a later time. I still remember the feeling of not fitting in very well with the other kids...I felt out of place.

When I was in first grade, something awful happened. My Mom started dating this man named Bill. The first time he came over to meet Melissa, Jason, and I, I opened the door, stuck my tongue out at him and closed the door in his face. He was trying to take my Father's place. He took us to the movies, Six Flags, swimming, out to eat. He yelled at me for scratching Melissa's arms up and spanked Jason for peeing in his pants. Who did he think he was! I did not like him at all! But Mom liked him and forced us to be around him all the time on the weekends.

The summer after second grade, my Mom got remarried to Bill. We had to move out of Grandma's house and live with him now. He was so mean. I hated him. All he did was make us say "yes sir" and "no sir", we had to help clean the dishes, he yelled at me for hitting Melissa. He had no right to come into my life and tell me what to do.

Then I started third grade at a new school, where I knew no one. After the first six weeks, I got grounded for making bad grades on my report card. Grounded? What's that? I soon found out what "grounded" meant when I couldn't go outside and ride my bike. The next six weeks when I got bad grades, I hid my report cards and told my Mom and Step-Dad (from hereon I will refer to as Dad) that the teacher didn't give me one. My mom arranged a conference with the teacher and found out that the teacher really had given out report cards...and that I had lied! I remember getting a spanking twice in my life, this was on of those times. My Dad sat down with me and broke down my walls brick by brick. After that conversation, I didn't hate him so much anymore. The next day of school, I started my education. I wanted to prove to myself and my Dad that I wasn't stupid. The next six weeks I couldn't wait to bring home my report card, because I was proud. I made all A's and B's!

My fourth grade year I had a teacher that really cared. Mrs. Bounds sent home special notes saying how proud she was of me and what a great job I had done. She really boosted my self-esteem. In fact, my parents still have those notes in a special metal lock box in their closet. I made friends and felt like I fit in for the first time.

We moved from Duncanville to Cedar Hill in the middle of my sixth grade year. I was upset, because I would have to make new friends all over again. I was scared. I did fine though. In the seventh grade I campaigned to be in the Student Council. I

made posters, stickers, fliers, all kinds of stuff to get my name out. The results were read out over the loud speaker...I made it! All my hard work had paid off and I was proud of myself! I couldn't wait to tell my family, so I went to the office and called my Mom, Dad and Grandma and told them I made it!

In seventh grade I made a friend named Jennifer House. She was pretty and nice. She helped me learn how to do my hair and make-up. For the first time I felt pretty. So now I've just made Student Council, I've made my first best friend, I feel pretty, I'm making good grades...I was on top of the world!

In eighth grade I was in Choir. They were having try-outs for Show Choir, which was a group that sang and danced. I really liked to sing, so I tried out. I made it. In Show Choir I made lots of friends. I made one special friend named Amy Newton. I would spend weekends with her. Her family went to church every Sunday, so I went with them since I had spent the night. I got involved in a really active Youth Group and revived my spiritual side. Soon my Mom, Aunts, Grandma's and sister and brother were all going to church with me. I think my Dad even went a couple of times. I went to Church Camp year after year. God was alive in me! I had overcome and survived my childhood.

Young Adult Years

I continued to do well in school. I was involved in many extra-curricular activities. I attended church all day Sunday, Wednesday nights and anything in between. I loved life and my past was behind me. My sophomore year I tried out to be a Junior Varsity Cheerleader and made it. I became very popular at school. My sophomore year I was voted "Most Friendly" in the High School yearbook. I loved Cheering. At the end of the year I was voted "Most Spirited" Cheerleader by our squad. My extroverted personality and good communication skills began to shine as my self-esteem and confidence blossomed.

My junior year, a guy (Josh) that I had liked since I moved to Cedar Hill asked me to be his girlfriend. I said yes without hesitation. After a couple of months of "going together", I asked my Mom if I could go on a group date with Josh. She agreed, but only if Melissa went with us. On the way home, a drunk driver ran a red light and hit our car. I remember everything going in slow motion. The car must have spun around about three times before it stopped. I could hardly breathe my seat belt was so tight. I managed to unfasten my seat belt and when I did Melissa fell out of the car. When she fell on to the pavement, she was unconscious with blood covering her face. In my mind I knew she was dead. I tried to get to her but couldn't. My body was paralyzed. I remember screaming her name over and over again. Finally, Care Flight landed and took Melissa away. I was taken by ambulance to Charlton Methodist Hospital. Josh's Mom was there and called a neighbor of my parents to knock on the door to tell my Mom. As it turns out, Josh had a few scratches, I had a broken foot and Melissa was in a coma for nine days. She had suffered from a Traumatic Brain Injury. When the car

hit our car one of the tee tops hit Melissa in the head. When she finally came to she remembered nothing. She had to relearn how to walk, talk, eat, think, everything.

Instead of feeling guilty and sorry for Melissa, I used the time that my parents were away at the hospital with Melissa as a time to get closer to Josh. I fell in love with him! Not long after that Josh became very possessive of me. He didn't want me to hang out with any of my friends, only him. He cheated on with one of my friends. When I found out he begged for my forgiveness and promised to never do it again. During the end of junior year and throughout my senior year I went from "Most Friendly" to "Most Isolated". I had no friends. Yet I was so committed to him, that when my Dad forbid me to see Josh anymore, I moved out of the house during my senior year. I did manage to stay in school and I graduated June 1993.

After high school, I followed Josh to the University of North Texas. I borrowed money from my Uncle Mike to attend school. I registered for 12 hours. The exact same 12 hours Josh registered for. I got a seasonal job at a Christmas Store in Denton as a Supervisor over five employees. I was in charge of training and supervising employees, opening and closing the store, working the register, inventory, stocking the shelves and depositing the cash at day end. I really enjoyed working. It was a form of therapy for me. I felt important, like I was making a valid contribution to the company. But shortly after Christmas was over I was out of a job.

I had not talked to my parents in over six months, Josh had become physically and mentally abusive to me, I had no friends, no self-esteem, and no relationship with God. Josh had completely isolated me from everyone that I cared about, and I allowed him to do it. Josh decided in February 1994 that he was dropping out of school and enrolling in the Navy. I dropped out of school as well, because if Josh wasn't there, there was no reason for me to be there. On top of that, my Grandma had a stroke and died in April. The two people I had loved most in the world were gone.

Career Years

I moved from Denton to Richardson to live with my Aunt Susie and Uncle Larry. While I was there I got in contact with some old high school friends. One of my friends told me about a job opening at the company she worked for. The position would be as a receptionist for the Communication Towers in Cedar Hill. I jumped at the opportunity. I really liked the owners of Doty-Moore Tower Services. My responsibilities were to answer the phones, prepare and send out correspondents to potential customers, attend and take the minutes and notes at the weekly safety meetings, and handle incoming and outgoing mail. After time, I took on the responsibility of payroll and direct deposit into the employee bank accounts.

Work helped me keep my mind off of Josh. I'll never forget the day I called my Dad from work. As soon as I said, "Dad", he said, "It's so good to hear your voice. Why don't you come over for dinner tonight". My parents made it very easy for me to repair the damage I had caused.

I worked hard and managed to get my own car and rent an apartment in Arlington. After about a year and a half of employment, I was laid off because the company was down-sizing. I didn't let this get me down. I hit the classified ads right away. Within a week I had a job as a Customer Service Representative for a Water Bottling Company in Grand Prairie, Texas Premium Waters. Any complaints customers had I would try to solve. This is where I discovered how much I enjoyed working with customers. It was fulfilling to me to turn an irate customer into a satisfied and content customer. After two months, I was promoted to the General Managers Administrative Assistant. I still worked with customers, but I also took care of Payroll, Accounts Payable and Accounts Receivable.

While working here I made a lot of friends and regained my self-esteem and confidence. My sister, Melissa, was working down the street at Cheddars and wanted me to have dinner with her one night. While we were eating she tells me that there is a guy named Chris that she works with, that she really wants me to meet. I told her that I had no interest in meeting anyone. I was done with guys and was becoming a nun! Before I could stop her she had waved "the guy" over and was introducing us. Whenever I saw him, I got butterflies. His smile made me melt. After he got off work, we met for dinner. We really hit it off. He was kind, interesting, good-looking, graduating from college in two months, etc. Basically he was too good to be true!

From that day on, we were together. Chris graduated in December 1995 with a BBA in Marketing at UTA. I was so proud of him. Even though I thought he was wonderful, I was very cautious with my feelings, as I did not want to get hurt again. I quit my job at the Water Bottling Company, so I could go back to school. I got a job waiting tables at Trail Dust Steakhouse, so my work schedule would be flexible with my school schedule. Chris was very supportive of my endeavors. We were open and honest with each other about our pasts. No matter how awful my past seemed to me, it didn't seem to phase Chris in the least. The more time we spent together, the more we learned that we shared the same values and views. Six months into our relationship Chris asked me to marry him. I reluctantly agreed, because I wanted to finish school before I got married. Chris assured me that marriage would not get in the way of my school. I was also reluctant, because of the effect my parents' divorce had on me. He understood because he had come from a family of divorce as well. We both agreed that marriage is forever and took the concept seriously.

Even though I wanted to throw up a wall, I decided against it and followed my heart. We were engaged thirteen months before we got married on May 17, 1997. We got pregnant on the honeymoon. Our son, Brandon Louis Consalus, was born on February 7, 1998. I could not handle the restaurant hours anymore, since I had a baby, so I applied for a receptionist position at Automated Food Systems, Inc. in Duncanville, Texas. I was hired in July of 1998. One week after I started working for Automated Food Systems, Inc., I found out I was pregnant again. Our daughter, Kaylee Rose Consalus, was born on February 17, 1999.

As the receptionist, my main responsibilities were answering incoming phone calls, taking customer orders and making the shipping arrangements. In December of 1999, I was promoted to Bookkeeper and Assistant Office Manager. My primary job responsibilities were Accounts Receivable, Accounts Payable, Payroll, Collections, Prepare and Print Financial Statements for month end Financial Meeting, Prepare and Print Budget Report, International Shipping and Receiving Agent, Reconciliation of Bank accounts, Wire Transfer of Funds and Supervise daily flow of office. In January 2000, I was promoted to Office Manager/Human Resource Manager. I maintained my bookkeeping and assistant office manager responsibilities, plus I became responsible for handling the tasks associated with maintaining the company health, workers compensation, liability and auto insurance. I was also assigned the tasks of preparing, scheduling and performing the various aspects of employee reviews, interviews, orientations and evaluations.

Automated Food Systems, Inc. is a small company made up of twelve employees. I have gained a lot of experience, because I have been given the opportunity to wear many hats within the company. This is beneficial because it allows me to observe first hand how the many different functions of a company fit together to achieve success. I like my job, because I feel like what I do makes a difference within the company. I am a valuable asset to the company, and that is motivation to me.

The Present

Brandon and Kaylee are our lives. We love them so much and we make sure they know that. While I would like to have stayed home with the kids, it just wasn't an option for us financially. We researched daycares thoroughly and we felt blessed to have found a Christian Daycare that exceeded our expectations.

I have taken classes periodically since Chris and I got married, but I wanted my focus and attention to be on the kids. Brandon started Kindergarten this year, so I decided I would go back to school too. I am excited about attending Dallas Baptist University. I feel like God has lead me here and I'm right were I'm supposed to be.

Writing this Autobiography was very hard for me, because it made me uncover a lot of old skeletons that I did not necessarily want to dig up. There were things I could have and maybe should have left out, but I felt like in order for this self-examination to be truly effective I needed to be truly open and honest.

I know in my heart that God has a plan for each of us. The life that I have had was God's plan for me. My childhood taught me what kind of parent I wanted to be and what kind of parent I did not want to me. It taught me that I wanted to marry for keeps. I did not want to divorce and put my kids through the difficulties I had to go through coming from a broken home. It taught me the kind of mother that I wanted to be and have become. I am involved in my children's lives. I try to balance love with discipline, freedom with restraint, work with play, structure with cutting loose, and teaching right from wrong. Most importantly I want my kids to know and love God. Looking back at

my Autobiography I see that the times when God was my focus, I was the happiest and most content. I want God to be my families focus every second of every day.

Since I've started my journey at DBU, I have come to realize and understand that I am God's instrument and tool. Throughout my autobiography, I referred to my accomplishments with phrases, such as: "I made it", "I was proud of myself", "I did it". I realize now, it wasn't me at all, it was God. When I enrolled at DBU my goal was to get a degree! Now my goal is to saturate myself with knowledge, so I can be a better Christian and person. I want to make a mark on the world, not just exist. I want to be the best person that I can possibly be.