

**PERSONAL INFORMATION**

Born: January 7  
Married: Nicolas Ellen  
Children: Venezia and Lindsey  
Parents: Douglas and Linda Moore  
Church Membership: Community of Faith Bible Church, Houston, Texas, April, 2010

**EDUCATION**

2013 Southwestern Baptist Theological Seminary, Ft. Worth, Texas  
Doctor of Philosophy, *Major: Church Administration, Minor: Women’s Ministry*

2008 Southwestern Baptist Theological Seminary, Ft. Worth, Texas  
Masters of Arts in Christian Education

2008 The Masters College, Santa Clarita, California  
Masters of Arts in Biblical Counseling

2002 The College of Biblical Studies, Houston, Texas  
Bachelor of Biblical Studies

**CERTIFICATIONS**

Paralegal Certificate, Real Estate License, Association of Certified Biblical Counselors (previously NANC)  
**tentative** – Anticipated October, 2018

**TEACHING RELATED WORK EXPERIENCE**

**Department Chair of Women’s Ministry** The College of Biblical Studies, 1/1/018 –Present

- Present lectures
- Instruct, mentor and counsel students
- Develop and maintain program curriculum
- Develop and manage program review including integration of assessments with institutional planning and assessment initiatives and program student outcomes
- Monitor program activities to meet goals, ethics and guidelines and to ensure compliance with state and federal regulations, and accreditation standards
- Advise students in the Women’s Ministry Degree Program

**Professor of Women’s Ministry  
And Program Coordinator**

The College of Biblical Studies, 3/2014 – 2017

- Present lectures
- Instruct, mentor and counsel students
- Develop and maintain program curriculum
- Develop and manage program review including integration of assessments with institutional planning and assessment initiatives and program student outcomes
- Monitor program activities to meet goals, ethics and guidelines and to ensure compliance with state and federal regulations, and accreditation standards
- Advise students in the Women’s Ministry Degree Program

## CURRICULUM VITAE

Houston  
Texas, 77083  
Office: (832) 252-0715  
Cell: (832) 689-7624  
Email: Venessa.ellen@cbsshouston.edu

**Adjunct Professor of Biblical Counseling** National Theological College, and Graduate School 2014  
– present

- Present lectures
- Instruct students
- Develop Syllabi /Rubric for Grading all student assignments

**Assistant Academic Dean** The College of Biblical Studies, 2012 – 2/2014

### Director of Institutional Research

### Assistant Professor

- Support Academic Dean by coordinating the course schedule, accreditation reports, and commencement.
- Oversight of Institutional Research Efforts
- Coordinates applied research intended to inform institutional planning, policy formulation and decision-making.
- Present lectures
- Instruct students

**Adjunct Professor** The College of Biblical Studies, 2007 - 2012

- Present lectures
- Instruct students
- Grade all student assignments

**Curriculum Developer** The College of Biblical Studies, 2006 - 2012

- Developed Developmental English/English Writing Lab course
- Developed Marriage and Family course
- Developed women only courses - God's Role for Women in Life and Ministry, Women's Ministry Planning and Program Design, The Role of Women in Church Administration, Women Teaching Women, Woman to Woman Relationships in Ministry
- Developed course curriculum; syllabus, bibliography, lecture notes, PowerPoint presentations, and exams.

**Grader/Assistant** The College of Biblical Studies, 2005– 2008

- Assisted professor with grading papers and tests for bachelor and associate level courses
- Provided personal feedback on papers and projects to students in order to assist them in their learning experience.

## MISSIONARY EXPERIENCE

- Overseas Instruction in Counseling (Presented lectures on various biblical counseling topics) Lebanon/ Kiev/Jordon 2014-2018
- Africa Association of Certified Biblical Counseling (Presented lectures on various women's issues) South Africa 2017
- Refugee training (Presented lectures on various women's issues) Edmonton, Canada, 2016

## ADDITIONAL WORK EXPERIENCE

- Lead Paralegal Brown Sims/Kleberg Law Firm, Houston, TX 1999 – 2002
- Supervising Paralegal Kvaerner John Brown, Houston, TX 1998 – 1999
- Paralegal Exxon U.S.A., Houston, TX 1997 – 1998
- Various Paralegal Positions Houston, TX 1989 – 1997
- Legal Secretary/Office Manager Barlow & Rainey Law Firm, Woodland Hills, CA 1986 – 1989

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**SUMMARY OF OVERALL WORK EXPERIENCE**

- Teaching: 22+ years
- Paralegal: 17+ years
- Office Management: 18+ years
- Human Resource Duties: 15+ years
- Sales: 10+ years

**SUMMARY OF OVEALL MINISTRY EXPERIENCE**

- |                                    |   |                |
|------------------------------------|---|----------------|
| • Director of the Women’s Ministry | Community of Faith Bible Church, Houston, TX      | 2010 - Present |
| • Church Administrator             | Community of Faith Bible Church, Houston, TX      | 2010 – Present |
| • Praise & Worship Leader          | Community of Faith Bible Church, Houston, TX      | 2010 - Present |
| • Founder, Vice President          | Expository Counseling Center, Houston, TX         | 2008 - Present |
| • Founder, Director                | Second Chance Center, Houston, TX                 | 2001 – 2010    |
| • Director of the Women’s Ministry | Jireh Bible Church, Houston, TX                   | 2004 – 2010    |
| • Women’s Ministry Assistant       | Good Hope Missionary Baptist Church, Houston, TX  | 2002 – 2004    |
| • Crisis Counselor                 | Crisis Pregnancy Center, Houston, TX              | 2000 – 2002    |
| • Women’s Ministry Assistant       | Bibleway Fellowship Baptist Church, Houston, TX   | 1998 – 2001    |
| • Women’s Ministry Assistant       | Solid Rock Missionary Baptist Church, Houston, TX | 1989 – 1997    |
| • Conference Speaker               | Various Churches national and international       | 1996-Present   |

**PUBLICATIONS**

- Women Counseling Women, Biblical Answers to Life’s Problems  
*Contributing Author*, (Elyse Fitzpatrick, General Editor)
- Various blogs and articles

**BUSINESS**

- Expository Counseling Center  
Founder and Owner

**TV Broadcast**

- Morning Bible Teacher on “Up With The Son “ TV Show  
Presented by the College of Biblical Studies on TBN

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**References Available Upon Request**