

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, 2017

TEACHING RELATED WORK EXPERIENCE

Professor of Women’s Ministry

And Program Coordinator The College of Biblical Studies, 3/2014 – 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

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 VITAE

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

Conference Speaker Various Churches around the United States, 1998- present/ Faith Baptist Church
• Present lectures Lafayette, Indiana, 2017-2018

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 Lebanon/ Kiev, 2014-2016
(Presented lectures on various biblical counseling topics)
- Refugee training 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

SUMMARY OF OVERALL WORK EXPERIENCE

- Teaching: 20+ years
- Paralegal: 17+ years
- Office Management: 16+ years
- Human Resource Duties: 13+ 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

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- Women's Ministry Assistant Solid Rock Missionary Baptist Church, Houston, TX 1989 - 1997

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

References Available Upon Request