

PERSONAL INFORMATION

Born: January 7
Married: Nicolas Ellen
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
Master of Arts in Christian Education

2008 The Masters College, Santa Clarita, California
Master 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)

TEACHING RELATED WORK EXPERIENCE

Department Chair & Program Coordinator of Women's Ministry

The College of Biblical Studies, 1/2017 –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

Program Coordinator of Women's Ministry Degree Program

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

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

Director of Institutional Research

Assistant Professor

The College of Biblical Studies, 2012 – 2/2014

- Support Academic Dean by coordinating the course schedule, accreditation reports, and commencement
- Oversight of Institutional Research Efforts
- Coordinate 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

- Expository Discipleship Counseling Center (Presented lectures on various women's issues) Mexico, 2018-2019
- 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

CURRICULUM VITAE

Houston, Texas
Office: (713) 510-4021
Email: vellen@mycounselingcorner.com

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

SUMMARY OF OVERALL 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 – Previously Aired

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

References Available Upon Request