

Curriculum Vitae
Frances K. Hardy, Instructor
Hampton, VA 23669

BUSINESS INFORMATION

School of Science
Computer Science Department
Hampton University
Hampton, Virginia 23668
Phone (757) 727-5552
E-mail address: frances.hardy@hamptonu.edu

EDUCATION AND TRAINING

Norfolk State University
Norfolk, VA
Bachelor of Science Degree
Business Education/Data Processing/General Office Procedures

Hampton University
Hampton, VA

Master of Arts Degree
Computer Education
Secondary Administration & Supervision, 15 hours

Microsoft Office 2000/2003
9 hours

PROFESSIONAL EXPERIENCE

School of Science
Computer Science Department
Computer Literacy Instructor
2004 - Present

Fayetteville Technical Community College
Fayetteville, NC
Computer Literacy Instructor
2002 – 2003

Hampton City Schools
Business & Technology Instructor
1976– 2002

Hampton City Schools
Title 3 Accountant
1975– 1976

Hampton City Schools
Secretary, Director of Personnel
1972 - 1975

Workshops/Seminars

Computer Science IT Symposium
Computer Literacy Seminar
Hampton University Institutes
Computer Literacy New Book Workshop

PROFESSIONAL ORGANIZATIONS

National Council of Negro Women
NAACP

COMMUNITY SERVICE

Started Study Hall for Computer Literacy Students
Time given to nursing homes; adopt a child;
Adopt a grandparent;
Missionary work
Zeta Phi Beta Sorority, Inc.

LICENSE INFORMATION

Virginia State Teachers License
Post Graduate Professional

Certifications:

Microsoft Office User Specialist Expert
Word
Excel
Internet Mail

Awards/Recognition

Inducted into the graduate honor society
Who's Who Award
Senior Class Sponsor's Award
Article published about me in the Daily Press