

Candyce H. Miller

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PROFILE

Energetic Business Professor who teaches Introduction to Business, Business Communication, and Events Management, advises 100+ students, and enjoys helping students find work in Chicago Internship Program. Specialty areas include punctuation rules, business document format, business etiquette, job interview, and resume writing.

EXPERIENCE

Business Management Professor, Brigham Young University—Idaho; Rexburg, Idaho; 1977 to Present. Have taught

- Business Communication
- Introduction to Business
- Events Management
- Human Resource Management
- Machine Transcription
- Office Equipment
- Microsoft Word and Corel WordPerfect
- Business English
- Cooperative Work Experience; built program from 30 to 130 employed students

Professional Communication Foundations Committee Member; Brigham Young University—Idaho; 2007.

Editorial Board Member for *Perspective Expressing Mind & Spirit*, a campus professional publication; Brigham Young University—Idaho; edited and prepared written articles for publication; 2002 to 2006.

EDUCATION

Master of Education; Brigham Young University; Provo, Utah; 1977.

Bachelor of Science in Business Education and Secretarial Office Administration; Brigham Young University; Provo, Utah; 1976.