

# Dana Jensen

## **Elementary Classroom Teacher (Full-time) - Weber School District**

North Ogden, UT 84414

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+1 801 391 3687

I am dedicated and passionate about helping others. I have 17 years of educator experience, as well as Public Relations and Marketing. I also have excellent computer and math skills. Colleagues who have worked with me would describe me as friendly, organized, patient, and determined. I am goal-oriented and strive to do the very best at what is placed in front of me. People feel comfortable around me and enjoy working with me.

Authorized to work in the US for any employer

## Work Experience

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### **6th Grade Classroom Teacher**

Weber School District - Washington Terrace, UT

May 2022 to Present

6th grade teacher in a Title I school.

### **Elementary Classroom Teacher (Full-time)**

Weber School District - Riverdale, UT

August 2014 to June 2022

Full-Time 6th grade Teacher/Regular Education - 2 years

1st grade - 2 years

2nd grade - 4 years

### **5-6th Grade Elementary Classroom Teacher (Full-time)**

DaVinci - Ogden, UT

June 2012 to July 2014

Taught in a multi-age program at DaVinci Elementary. They allowed me to teach the upper grades with an Early Childhood Education degree.

### **Marketing/Leasing Assistant**

The Boyer Company - Ogden, UT

October 2006 to June 2008

Marketing responsibilities include: Coordinating development and placement of ads, follow-up on various leads, website maintenance, coordinating open houses for new tenants and building relationships with both existing and new owners and tenants, preparation of presentations for both annual and semi-annual owner/tenant meetings, and general public relations. Leasing duties include: Preparation of all leases, amendments, extensions, and other pertinent leasing documents, file management, bookkeeping, equity draw preparation, and proposal preparations for various EDC Utah projects, Site Selection leads, and local brokers working with potential clients.

## **Marketing Coordinator**

Weber Chamber of Commerce - Ogden, UT

October 2005 to October 2006

Responsible for all marketing efforts including; advertising, publications, media relations, and public relations. Oversees the Women in Business, Partners in Education, and Leadership Northern Utah committees, as well as, various other events committees. Markets and coordinates all member events. Educates new members on the Chamber through presentations and follow-up. Responsible for all financials that are associated with committees and member events.

## **Sales and Marketing Director/Office Manager**

Technical Change Associates - Ogden, UT

October 1995 to October 2005

Responsible for lead generation, advertising, trade shows coordination and management, word processing, bookkeeping, file management, workshop, proposal, and various document preparation, and customer service. Certified in WordPerfect, Adobe PageMaker, PowerPoint, Excel, and Visio.

## **Education**

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### **Master of Arts in Mathematics Education K-6**

Western Governors University - Salt Lake City, UT

July 2022 to October 2023

### **Bachelor's degree in Elementary Education**

Weber State University - Ogden, UT

January 2021 to April 2021

### **Bachelor of Science in Education in Early Childhood and Elementary**

Weber State University - Ogden, UT

September 1997 to December 2000

## **Skills**

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- Marketing (4 years)
- public relations. (10+ years)
- Teaching (10+ years)
- Organizational Skills (10+ years)
- Public Relations (10+ years)
- Experience Working With Students (10+ years)
- Press Releases
- Adobe Creative Suite
- Layout Design
- CPR (6 years)
- Time Management (10+ years)
- Team Management (10+ years)
- Microsoft Office (10+ years)

- Visio (3 years)
- Media Relations
- Presentation Skills (10+ years)
- Classroom Management (10+ years)
- Word Processing (10+ years)
- Childcare
- Special Education (3 years)
- Social Media Management
- Training & development (10+ years)
- Mentoring (10+ years)
- Early Childhood Education (10+ years)
- Math (10+ years)

## Languages

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- German - Intermediate

## Certifications and Licenses

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### **Utah Educator Level 2 Professional License**

February 2022 to June 2028

### **CPR/First Aid**

December 2022 to December 2024

### **Teaching Certification**

### **Elementary Mathematics Endorsement**

January 2024 to Present

## Groups

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### **WEA**

August 2016 to Present

## Additional Information

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### Special Skills

I have exceptional computer skills. I have been trained in most of the software programs used today. I have a background in public relations and marketing. My involvement in the running world, business community, and educational profession in Weber County has provided for me a web of associations and close relationships.