

Edward L. Cheever II

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EDUCATOR

I am a former English and Social Studies teacher with a love for writing, technology, and communication. I love helping people communicate in an organized and efficient manner so that they can focus on doing what they do best.

EDUCATION COMPETENCIES

- Best Instructional Methods and Pedagogy
- Learner Assessment
- Curriculum Direction & Development
- Creative Lesson Planning
- Technology Integration
- Classroom Management
- Experiential and Project-based Learning
- Standardized Testing
- Special Needs Students (LDS) / IEPs
- Familiarity with education management software, including Renweb and similar products, and distance education software.

GENERAL AND TECHNICAL COMPETENCIES

- Record making, record keeping, and other organizational skills.
- Research skills, both online and text-based, as well as data compiling skills.
- Excellent reading, writing, proofreading, and copyediting skills.
- Extensive computer skills, including:
 - Proficiency with a variety of Word Processors, spreadsheet programs, and presentation programs such as those found in the Microsoft Office Suite, Open Office Suite, and Google Suite.
 - Windows Operating Systems.
 - Proficiency with a variety of web browsers.
 - Website development (Weebly)
- Official communication skills and interpersonal communication skills with coworkers, supervisors, students, and parents.
- General secretary skills, including paper-work, experience with office technologies like copiers, printers and fax machines, and answering phones.
- Excellent character traits, including honesty, courteousness, determination, reliability, a positive attitude, personal integrity and responsibility, and a willingness to listen and learn, all as developed throughout my life and work experiences, and from my parent's invaluable upbringing.

RELEVANT PROFESSIONAL EXPERIENCE*

NORTH SHORE ADVENTIST ACADEMY, Chicago, IL

Middle-School/High-School Teacher (7-10), and Distance Learning Facilitator (11-12),
August 2012 - June 2017

I was hired as a full-time teacher in the areas of language arts, social studies, religion, technology and art to a mixed-level class of up to 18 7-8th grade students, and a mixed-level class of up to 11 9-10th grade students. I additionally assumed the position of Distance Learning Facilitator for the 11-12th grade classes due to my experience, and skills.

Key Contributions:

- I brought quality and creative classroom teaching, lessons and instructional materials to all of the subjects I taught (language arts 7-8, english 9-10, social studies, American history, world history, world geography, bible 9-10, and keyboarding 7-8).
- I became a driving force in advancing technology proliferation and integration in the entire school, and developed innovative and technology-integrated methods, especially in project-based learning and individualization in my own classroom.
- I taught both general education students as well as individuals with learning disabilities and other special needs in an inclusive classroom.
- I developed a project-based writing program covering many forms and genres using writing workshops and google-docs integration that produced significant gains in writing skills and general academics for my students in both my own assessments and in standardized testing.
- I was consistently celebrated for my approach and results in student writing, reading and social studies gains. As a result, I served on the language arts curriculum committee for the Illinois conference, and the Lake Union curriculum committee.
- I developed technology-integrated, innovative, constructivist and experiential projects and lessons using MinecraftEdu in social studies, American history, world history and bible.
- I served as Yearbook Advisor and editor, organized multi-day class trips, and participated in a variety of school functions and with a variety of school responsibilities.
- I established positive relationships with students, parents, my fellow teachers both in my own school and in other conference schools, administrators and staff.
- As a Distance Learning Facilitator I supervised a room of 11th and 12th grade students, helped facilitate communication between them and their families and the education faculty of the school. I also managed the software and record keeping in the facility. When the students were not occupied in class, I also acted as tutor and mentor to the students.

SOUTHWESTERN ADVENTIST UNIVERSITY, Keene, TX

Writing Tutor , January 2008 - May 2011

Audio-Video Operator and Bookstore Clerk, August 2004 - January 2012

English Departmental Secretary, January 2005 - December 2007

As a writing tutor at Southwestern Adventist University, I have engaged with students to hone their writing skills and techniques using the latest forms of APA, MLA and Turabian. I have experience aiding in all aspects of writing, from grammar and sentence structure to brainstorming and conceptualization. My experience ranges over multiple forms of papers from scientific research papers to literary analysis and historical analysis, and I have experience with both learning disabled, physically disabled, and ESL students.

As an audio-video operator, I have overseen the audio-visual technology for numerous programs and presentations of various types, such as concerts, assemblies, graduations, worship services and administrative meetings. I have dealt in most A/V formats and with multiple kinds of musical instruments, mics, speakers, and projector and screen set-ups. I also managed the organization and maintenance of the aforementioned equipment, and made efforts to continuously improve the quality of the program by lobbying for new technological advancements to our systems, resulting in high-quality media acquisitions.

As a bookstore clerk, I gained experience working at a register, fax machine, phone receptionist skills, organizing and cataloguing inventory, and managing book sales and purchases from major textbook publishers.

As an english departmental secretary I gained experience working in a professional teaching environment, dealing with student educational issues, such as plagiarism, as well as more fundamental exercises such as office organization and grading quizzes, tests and papers.

Key Contributions:

- I helped in the initial development of Southwestern Adventist University's writing center, the Write Spot, where I was praised for my dedication and skill. I received "Tutor of the Year" awards multiple years during my time there.

**Additional work experiences included below.*

EDUCATION & CREDENTIALS

Southwestern Adventist University

- B.S., Social Science, 2004 – 2009 (Minored in Radio/TV/Film)
- B.A., English, 2004 – 2010 (Minored in Religion)

Texas State Certification

English, Language Arts, and Reading (Grades 8-12), 2017 (expires 2023)

[LINK - https://goo.gl/gcr6bu](https://goo.gl/gcr6bu)

Seventh-day Adventist Certification

English, Language Arts, and Reading (Grades 8-12), 2015 (expires 2020)

[LINK - https://goo.gl/29wmBW](https://goo.gl/29wmBW)

ADDITIONAL SKILLS

Software: Various word processors and computer operating systems, Google Tools (eg. Google Docs, Sheets, Slides, etc.), Yearbook Editing Software, Adobe Photoshop, various film editing software including Final Cut Pro, and educational virtual environments like MinecraftEdu.

Hardware: I have fundamental knowledge of computer hardware, including all-in-one touchscreen computers. I have experience working with document cameras, and a variety of mobile devices and tablets, such as the iPad and Android devices. I also have experience with various audio-visual equipment, such as mics, speakers, instruments and projectors.

FURTHER WORK EXPERIENCES

TARGET TEAM MEMBER, Evanston, IL

Hardline Team Member, Aug 2016 – Current

As a Hardlines Team Member at Target, I further developed organizational and team-based skills oriented on salesmanship and direct, respectful communication with guests from diverse backgrounds and cultures. I was given freedom to create and implement projects of my own design to improve efficient organization and work methods, and I was a trainer for new team members.

CHISHOLM TRAIL ACADEMY, Keene, TX

Substitute Teacher, January 2012 - May 2012

Student Teacher at Chisholm Trail Academy, August 2011 - December 2011

I worked as a substitute teacher of various subjects, including the arts and humanities, social sciences and computer and math classes, and I was considered a first-call substitute. I gained experience in communicating with students, parents and teaching professionals to continue the classroom educational process, as well as experience lecturing, directing work and managing classrooms.

During my certification process, I worked as a student teacher of English II, English IV and World History in acquiring my teaching accreditation. This gave me experience creating lesson plans, activities, syllabi, presentations, quizzes and tests. I gained experience in dealing with students, lecturing and the grading process, as well as a sense of the work environment.

STAR GROUP NEWSPAPERS, Burleson, TX

Reporter and Photographer – Paid Summer Internship, May 2011 – August 2011

As a reporter for the Star Group newspapers, primarily the Burleson Star, the flagship paper of the Star Group, I have interviewed politicians, leaders of the community, business people and citizens in the Burleson area. I have covered city hall meetings, school board meetings, graduations, special events in a variety of locations and articles focusing on the lifestyles and personality of the local people. I also took photographs to accompany the articles I wrote, as well as photographs for picture spreads and color pages.

SELF-EMPLOYMENT

Writer, 2000 - Present

As a Self-Employed Writer, I am currently working on projects including various Short Stories and Novels. Some of my finished work, including short-story award winners, are being presented to contests and Publishers as I am able to do so.

ACCOMPLISHMENTS & AWARDS

- Two-time “Tutor of the Year Award” recipient from the Southwestern Adventist University English department.
- One of the founders of the Rough Writers Creative Writing Club at Southwestern Adventist University in 2009 and President from 2010-2011.
- Two of my short stories placed 28th and 46 in Writer’s Digest’s 2011 Top 100 Genre Writers Competition.
- Runner Up in the Writers of Texas Short Horror Story Competition
- Rough Writer’s 1st, 2nd, and 3rd Annual Writing Competition awards for 1st Place in the Short-Story Category
- Who’s Who in American Universities and Colleges 2009
- Who’s Who Among American High-School Students 2001-2002, 2002-2003, 2003-2004

ACTIVITIES AND SOCIETIES

- Rough Writers - English Creative Writing Club
- English Department Drama Productions
- Played Tartuffe in “Tartuffe” Spring 2008
- Played King Alonso in “A Midsummer Night’s Dream” Spring 2007

INTERESTS & HOBBIES

- Teaching and fostering the growth of student development
- Writing
- Reading
- Theology and spirituality
- Film
- New Technology
- Video-Editing
- Sound Mixing
- Politics
- Tabletop games & Videogames
- Science-Fiction, Fantasy

REFERENCES

Walter Turner

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ADDITIONAL REFERENCES

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