



Contact

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📍 San Francisco, CA.

Education

University of South Florida

Bachelor's in Interdisciplinary Education

Completed in 2018

Key Skills

- Effective Communication & Relationship Management
- Program Development & Training Design
- Technology Integration & Digital Tools (Google Workspace, Excel, Data Analytics, LMS Platforms)
- Leadership, Coaching & Team Development
- Data Analysis & Strategic Decision-Making
- Client Engagement & Experience Management
- Project Management & Workflow Optimization
- Virtual, Hybrid, and In-Person Facilitation
- AI, Automation & Emerging Technologies

Karter Ruiz

About Me

Results-driven professional with over seven years of experience in education and administration, seeking to leverage strong communication, strategic problem-solving, and relationship-building skills in a dynamic, fast-paced environment. Proven ability to analyze data, present actionable solutions, and drive engagement and growth through meaningful connections. Highly adaptable, quick to learn new industries, and committed to delivering measurable results.

Professional Experience

Aug 2023 - Present

5th Grade Educator | Administrative Intern

St. Brendan Parish School, San Francisco, CA

- Developed and led interdisciplinary projects that fostered critical thinking, creativity, and cross-curricular connections.
- Served as an administrative intern, supporting school leadership in curriculum planning, faculty collaboration, and student support initiatives.
- Implemented ISTE technology standards to enhance blended learning, integrating digital tools to improve student engagement and accessibility.
- Led student-driven data portfolio initiatives, empowering students to track academic progress and set meaningful goals.
- Designed and executed differentiated instruction based on data-driven insights, meeting the diverse learning needs of 5th-grade students.
- Built strong partnerships with parents and staff to drive student success, foster engagement, and enhance the school community.

August 2022 - July 2023

Teacher Mentor | Moreland University (TEFL Program)

Xiwai International, Shanghai China,

- Provided guidance on lesson planning and instructional strategies.
- Modeled best practices in teaching English as a Foreign Language.
- Assisted in setting short and long-term goals, analyzing effective teaching methods, and fostering reflective practices.
- Supported mentees in developing classroom management skills and adapting teaching methods to diverse student needs.

Professional Experience

Aug 2021 – 2023

1st & 2nd Grade Teacher

Xiwei International, Shanghai China

- Designed and led professional development workshops on standards-aligned lesson planning (CCSS).
- Developed and delivered in-person and online lessons for 1st and 2nd grade ELLs, supporting language acquisition.
- Created and implemented digital ESL lessons to enhance accessibility and engagement.
- Taught ESL for grades 2–5 using interactive, culturally responsive strategies to support language and academic growth.
- Led and participated in professional development events promoting innovative teaching practices.
- Built strong relationships with students, parents, and colleagues to foster a positive learning environment.

Aug 2019–2021

5th Grade Teacher | 6–8 Lead Math Teacher

Mission Dolores Academy, San Francisco CA.

- Integrated ISTE technology standards to implement blended learning using tools like Google Classroom, Quizizz, and Jamboard, enhancing student engagement.
- Recognized as a 'first responder' to educational shifts during COVID-19.
- Taught math to 95 students in grades 6–8, employing differentiated instruction to address diverse learning needs, including ELL, gifted, and RTI students.
- Facilitated student-led data portfolios and conferences, empowering students to analyze progress and set actionable goals.
- Developed interdisciplinary lesson plans that integrated arts and project-based learning to foster creativity and critical thinking.
- Collaborated weekly with an Instructional Technology Coach to incorporate innovative digital tools into classroom practices.
- Established a positive classroom culture by implementing Sanford Harmony, supporting social-emotional learning and bullying prevention.