MICHELLE LEE

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# EDUCATION

**The University of Texas at Austin** 05/11

*B.A., English ■ Minor in History*

# RELEVANT EXPERIENCE

**AmeriCorps,** Austin, Texas 08/11 – Present

*Lead Instructor*

* Manage reading and writing classroom instruction for 20 middle school students.
* Develop weekly lesson plans and daily classroom materials that meet institutional learning objectives.
* Participate in a mentorship program to increase student motivation and retention.

**UTeach,** UT Austin 08/10 – 05/11

*Undergraduate Teacher Training Program*

* Completed six pedagogy and developmental courses within adolescent development, effective instructional methods, adolescent literacy, and overcoming reading disabilities.
* Acquired classroom training and practical experience in developing learning objectives and classroom exercises to encourage cognitive growth.

# COMMUNITY EXPERIENCE

**CASA,** Austin, Texas 01/11 – Present

*Court Appointed Special Advocate Volunteer*

* Conduct an independent investigation through document reviews, parent and child interviews, and care providers to assess the facts and to provide recommendations regarding a child’s familial situation.
* Communicate effectively with the child and corresponding adults to ensure child’s health and educational needs are sufficiently met.
* Attend court hearings and prepare written reports regarding the investigation.
* Monitor implementation of case plans and court orders and inform the court of any deficiencies.
* Receive 35+ hours of training in working with abused and/or neglected children.

**LEADERSHIP EXPERIENCE**

**Liberal Arts Council,** UT Austin 08/09 – 05/10

*Campus and Community Focus Chair*

* Selected to meet with student and institutional leadership regarding campus improvement issues.
* Assisted the College of Liberal Arts with developing activities such as Explore UT that promote the college mission and programs to current students and community.
* Provided progress reports on committee action items and attended weekly organizational meetings.

**CAMPUS ORGANIZATIONS**

**UT Austin Liberal Arts Council,** M*ember* 01/09 – 05/11

**Chinese Student Association**, *Member* 01/09 – 05/11

# SKILLS

**PC/Macintosh Software**: Microsoft Office, InDesign, and FileMaker Pro.

**Languages:** Advanced Chinese and Conversational Spanish.