

Lisa J. McDonald
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Work Experience

August 2017 – currently on Professional Leave of Absence

English Teacher, Miami Lakes Educational Center High School, Miami Lakes, FL

- Design lesson plans aligned to state standards (NGSSS) for all courses taught.
- Adapt lesson plans and curriculum to meet the individual needs of students.
- Develop learning schedule and assignment deadlines, making adjustments when necessary.
- Perform manual data entry, tracking, and analysis using Pinnacle Gradebook and Microsoft Office.

Reference: Neyda Borges, English Department Chair

August 2008 – June 2017

Theatre Teacher, Miami Lakes Educational Center High School, Miami Lakes, FL

- Manage larger than average class sizes (up to 55) students in an auditorium environment.
- Sponsor for Drama Club (International Thespian Society troupe # 6221) from August 2009 – May 2019.
- Supervised at least one student production annually.
- Collaborate with Professional Learning Strategies Team to identify and implement best practices.
- Instructed Advanced Placement English Language & Composition in 2012-13.
- Named MLEC Rookie Teacher of the Year Award for 2011-12.

Reference: Odalys Soto, Communications Academy Leader

November 2006 – June 2008

9th grade Writing/Critical Thinking Teacher, Barbara Goleman Senior High, Miami, FL

- Assumed full-time teaching position mid-semester.
- Shadowed mentor teachers to learn effective teaching strategies.
- Delivered instruction in writing composition and reading comprehension skills.
- Implemented projects focused on student self-knowledge, personal finance, and long-term career goals.
- Selected as BGHS Rookie Teacher of the Year Award for 2007 – 08 school year.

Reference: Ani Hernandez, Assistant Principal

May 2005 - October 2006

Administrative Assistant and Warehouse Assistant, Miami Stagecraft Inc, Miami, FL

- Provided customer service by answering and directing phone calls, emails, and customer inquiries.
- Learned Peachtree accounting software to assist with billing of equipment rentals and sales.
- Organized data and files to ensure accurate records of sales inventory and customer purchases.
- Aided with preparation, maintenance, repair, and receipt of rental lighting and special effects equipment.

Reference: Andrew Martin, President

February 2002 - April 2005

Encore Room Technician and Assistant Electrician, Coconut Grove Playhouse, Miami, FL

- Operated computerized lighting and sound consoles for technical rehearsals and performances.
- Participated in installation, troubleshooting, and maintenance of lighting and special effects equipment.
- Contributed to data entry and tracking of digital records and paperwork (Lightwright).

Education and Training

- University of Miami Coding Bootcamp *in progress*
- Florida Educator's Professional Certificate in Drama (grades 6-12) and English (grades 6-12)
- Miami-Dade County Public Schools Alternate Professional Preparation Program
- Bachelor of Arts in Theatre, University of Notre Dame, *Cum Laude*
- University of Notre Dame London Program
- Rotary Youth Exchange Program, Bourg-en-Bresse, France
- Speak French and Spanish