

LEAD TEACHER

Summary

Use the knowledge and firsthand experience that I have gained through my various education, work in both civilian and military experience, extracurricular and leadership positions to become a proactive and dedicated team member.

Highlights

- Apple and Windows programs including Microsoft Office Suite
- Internet Proficiency
- Social Media website use for communication with Sigma Kappa and FOCUS members

Accomplishments

Awarded two Navy and Marine Corps Achievement Medal in 2014 and 2017.

Awarded Letter Commendation for winning Junior Sailor, 2016.

Formally acknowledged by the Defense Reduction Threat Agency for superb supervisory actions and management.

Awarded multiple Letters of Appreciation for being a community pillar for Marine Corps Security Force Battalion, Bangor, WA.

Experience

Lead Teacher 12/2011 to 10/2012 Company Name City , State

- Creating and implementing small group interventions for students in Kindergarten through 6th Grade in both Math and Reading.
- Engaging students that have been assessed as High- Ability.
- Preparing students for State-wide standardized assessments by adapting concepts.
- Substitute teaching for the various classrooms pending the absence of the classroom teacher.
- Challenging struggling students with various methods, allowing them to grasp the correct perceptions.
- Executing roles to assist teachers in their classrooms, as well as within the school as a community.
- Working with students in the Functional Academics program to provide support for classroom teacher.
- Using multiple tools and techniques to adjust to students' learning processes.
- Created and lead the before and after school program for Elementary students.
- Developed lesson plans to include interactive and productive activities for students.
- Substitute taught for the various classrooms at the Center pending the absence of the classroom teacher.
- Fulfilled the role of the full time classroom teacher in a Preschool Classroom during a long-term period of.
- transition.

Substitute Teacher 09/2011 to Current Company Name City , State

- Assumed the role of the classroom teacher during the absence of the classroom teacher.
- Improvised to ensure a productive learning experience for students.
- Provided assistance to the teachers and the staff of the school.
- METRO MARYLAND YOUTH FOR CHRIST.
- BALTIMORE, MARYLAND.
- Mentor and Counselor September 2011- Present.
- Mentored Middle School Students from various schools in the Central Baltimore County area.
- Created lesson plans to teach students fundamental values and ideals.
- Provided support for students in need and allow them to engage in productive conversations.
- Developed activities to ensure student involvement and growth in the organization.

Administrative Assistant Company Name City , State *PSA FINANCIAL CENTER*HUNT VALLEY, MARYLAND April 2009 - December 2010 Administrative Assistant * * * *Provided direct assistance and support to the Vice President of the company. * * * *Reorganized the company's Business Center to more effectively monitor its 120 employees. * * * *Maintained internal and external

revenue reports through mastery of Microsoft Excel. * * * *Worked in the company's Business Center to analyze proposals and complete office duties such as making *copies and faxing documents. * * * *Managed the front desk answering and directing calls as well as responding to email requests

Education

Leading Enlisted Member and Field Training Officer 2017 United States Department of the Navy
Bachelor of Science : Elementary Education 2011 University of Maryland City , State
Minor in Mathematics