

TEACHER Summary

Energetic with years experience in high-level executive support roles. Organized and professional. Dedicated and focused employee and manager who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Adept at managing multiple projects with ease using expert time management methods.

Highlights

- Microsoft Office proficiency
- Excel spreadsheets
- Meticulous attention to detail
- QuickBooks expert
- Schedule management
- Self-directed
- Advanced MS Office Suite knowledge
- Resourceful
- Self-starter
- Articulate and well-spoken
- Flexible

Accomplishments

Lesson Planning:

- Introduced new learning methods to ensure total comprehension for all students.

Material Development

- Created lesson plans targeting differentiated learners to create an engaging educational experience.

Team Building and Leadership

- Created collaborative classroom experience through student-centered activities.

Plan Development

- *Planned and conducted activities for a balanced program of instruction, demonstration, and work time that provided students with opportunities to observe, question, and investigate.*

Education Strategies

- Employed special educational strategies and techniques during instruction to improve the development of sensory/perceptual-motor skills, language, cognition, and memory.

Goal Setting

- Established clear objectives for all lessons/projects and communicated with students, achieving a total understanding of grading rubric and overall class expectations.

Technology Integration

- Increased student participation and test scores by introducing relevant computer programs and exercises to encourage student interest and enjoyment.

Creative Lesson Planning

- *Motivated students to engage with course materials for History of WWII course by organizing a war veteran to come to class to speak about his personal experience.*

Parent Communication

- Regularly met with parents to discuss student issues and course weakness areas.

Counseling

- Served as student mentor and counselor for students when academic problems and personal adjustments arose, meeting with guardians to reach solutions.

Experience

Teacher 07/2012 to Current Company Name City , State

Routinely met with students' parents regarding in-class issues and learning interruptions to discuss solutions. Taught Language Arts and Social Studies to 43 5th grade students. Used variety of teaching techniques to encourage student critical thinking and discussion in 5th grade. Established and enforced rules for behavior and procedures for maintaining order among a class of 22 students. Developed, administered and corrected tests and quizzes in a timely manner. Coordinated after school tutoring hours with other teachers to help students in need of extra attention. Received high remarks for the creativity of classroom lesson plans and instructional techniques from students, parents and faculty. Combined discipline plan with effective measures and various lesson plans to increase concentration, participation, and progress student accountability. Earned positive verbal/written feedback from parents regarding classroom instruction and student learning success. Designed lesson plans focused on age and level-appropriate material.

Business Partner 07/2007 to Current Company Name City , State

- Computed, recorded, and proofread data, records and reports.
- Worked closely with company executives to identify new business opportunities and routinely participated in the sales process.
- Reported and consolidated company financial performance.
- Calculated, prepared, and issued bills, invoices and account statements according to established procedures.
- Complied with federal, state and company policies, procedures and regulations.
- Reconciled and reported discrepancies found in records.
- Communicated with customers, employees and other individuals to answer questions and explain information.
- Designed electronic file systems and maintained electronic and paper files.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Posted open positions on company and social media websites.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Created weekly and monthly reports and presentations.
- Properly routed agreements, contracts and invoices through the signature process.
- Received and distributed faxes and mail in a timely manner.
- Managed daily office operations and maintenance of equipment.
- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
- Performed heavy bank reconciliations and cash flow statements.

Media Assistant 08/2011 to 07/2012 Company Name City , State

Replaced worn labels and barcodes to keep materials in good physical condition. Reshelved books to maintain a neat and tidy reading area. Cleaned and repaired damaged books and library resource materials. Monitored the lending of reserved course materials. Compiled all circulation statistics and drafted reports each [month. Troubleshooted technical problems with library computers and other technology. Answered patrons' questions at the circulation desk. Coached students, faculty and staff in the use of electronic, print and internet resources. Maintained complete and accurate records of all library transactions.

Teacher 07/2007 to 06/2008 Company Name City , State

Same as above teaching experience.

Education

Bachelor of Arts : Education/Psychology 1 2007 University of Maine at Fort Kent City , State

Skills

- Results-oriented

- Dedicated team player
- Strong interpersonal skills
- Time management