

## TEACHER

### Professional Summary

Looking for a position to use my strong passion for children's development, together with skills and experience that will enable me to make a significant difference. Also, to build a long-term career with opportunities for growth and to keep up with the cutting edge of the technologies.

### Qualifications

- Excellent communication and multi-tasking skills developed from previous experiences
- Excellent leadership skills, with the ability to take necessary actions in tasks when required
- Admirable work ethic
- Team player with exceptional communication skills
- Reliable, flexible and hard working
- Computer skills: Windows, XP, PowerPoint, Microsoft Word, Excel, Outlook, QuickBooks, Internet research

### Experience

Teacher 08/2013 to Current Company Name City , State

- Teach United States History, Civics, Geography, and English Language & Literature for Middle School.
- Plan, prepare and deliver lessons to a range of middle school classes. Conduct up to 5 classes in one day.
- Record and monitor student attendance.
- Mark work and give appropriate feedback to pupils.
- Devise and write new curriculum materials.
- Prepare pupils for external examinations, such as Stanford and SOL.
- Manage pupils' behavior in the classroom and on school premises.
- Administer examinations.
- Prepare coursework for students and the class.

Teacher 08/2009 to 06/2012 Company Name City , State

- Implemented instructional activities that contributed to a climate where students were actively engaged in meaningful learning experiences.
- Identified, selected, and modified instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Assisted in assessing changing curricular needs and offers plans for improvement.
- Maintained effective and efficient record keeping procedures.
- Provided a positive environment in which students were encouraged to be actively engaged in the learning process.
- Communicated effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Collaborated with peers to enhance the instructional environment.
- Displayed professional and ethical standards when dealing with students, parents, peers, and community.

Office Manager/Administrative Assistant 03/2006 to 08/2009 Company Name City , State

- Provided administrative support to the Department Chair and 15 faculty members.
- Arranged Senior Thesis Defense schedules for seniors and publish the ones that passed with distinction.
- Edited and prepared semester schedules for faculty.
- Calculated GPA and prepare certificates for students graduating with honors.
- Trained and supervised work study students for the department.

- Provided detailed information for parents and students inquiring about majors, concentrations and minors within the Department of Philosophy & Religious Studies.

Student Services Assistant/Administrative Assistant 08/2004 to 03/2006 Company Name City , State

- Processed admission applications to include tours of the site, a review of records and scheduling of placement IEP meeting.
- Maintained and scheduled annual IEP (Individual Education Program) and Triennial (Eligibility) meetings.
- Processed and distributed monthly related service reports, quarterly progress reports and report cards.
- Maintained all aspects of student records to ensure compliance with the Department of Education.
- Worked with all school divisions in the state of Virginia to provide information regarding VSDBM-H's facility and offer assistance in following the procedure when students were referred.
- Provided parents with information regarding the regulations governing Special Education Programs for Children with Disabilities in Virginia.
- Maintained a database with accurate disabilities, geographical information, class list, related services and state reportable information.

Business Manager/Travel Coordinator 03/1996 to 06/2002 Company Name City , State

- Administered salary payments for contracted athletic staff and processed student payroll.
- Controlled and maintained all recruiting travel to and from campus, making sure NCAA guidelines were enforced.
- Prepared and distributed travel itineraries, manifest and directions for team travel, arranged travel via chartered flights or chartered bus by processing bids, traveled with teams to provide assistance with teams meals, outings and any last minute arrangements as needed.
- Compiled financial reports and managed travel budgets for 46 teams.
- Processed all game competition contracts and processed invoices for payment thereafter.

Administrative Assistant 09/1993 to 03/1996 Company Name City , State

- Provided administrative support to the Assistant Dean, School of Technology.
- Processed time sheets for thirty-five work study and graduate students.
- Interpreted departmental criteria for scholarships and grants offered via School of Technology and disbursed accordingly after verification using the AIS (Administrative Information System) and SIS (Student Information System).
- Organized and schedule summer interns.

Education

Master of Science : Education 2017 Liberty University City , State

Bachelor of Science : Behavioral Science May, 2009 Bluefield College City , State

Skills

Administrative, administrative support, budgets, communication skills, Excellent communication, contracts, database, financial reports, grants, leadership skills, lesson plan, materials, meetings, Excel, Outlook, PowerPoint, Windows, Microsoft Word, multi -tasking, Internet research, payroll, Philosophy, Policies, progress, QuickBooks, record keeping, recruiting, scheduling, teacher, Team player