

Andrea Renee Rechtfertig
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Objective Overview

Extensive experience teaching Microsoft Office Suites, ESL, Spanish, Latin, and reading & writing to many different age groups as a certified teacher, and additional experience in pedagogy & curriculum development, as well as in proofreading and technical writing.

Education & Certification

Missouri State University

Associates of Arts in General Studies

West Plains, MO

May 1999

Missouri State University

Bachelor of Science in Spanish; minor in TOEFL

Springfield, MO

December 2002

University of Arkansas

Language teaching courses

Graduate level foreign language grammar classes

Graduate level, foreign language pedagogy and Research.

Fayetteville, AR

2012

American Board & Initial Professional Certificate

Certified to teach Elementary Education in Missouri

American Board

March 15, 2018

Related Work Experience

Music and ESL Teacher K-5th Grades

**Seymour, Mo
2019-Current**

- Implement professional music software for Choir (i.e., MuseScore).
- Created digital learning games about music.
- Successful choir and instrument ensembles through my student-centered lessons.

Reading specialist and ESL teacher Seymour Public School

**Seymour, MO
2018-2019**

- Implement both synthetic/explicit as well as analytic/implicit phonics according to a students individualized reading needs.
- Designed group reading lessons for English as a second language.
- Differentiated lesson plan and goals for each student.
- Assessed and created reading goals and strategies for students in 1st-5th grade.
- Created effective interactive and engaging instructions through the use of technology.
- Implemented Bloom's hierarchy of learning to develop higher levels of thought processes in reading.
- Taught English as a second language using a variety of methods, such as TPRS information and gap.
- Maintained consistent routines and high-expectations.

Para-professional/Tutor Logan Rogersville Elementary

**Rogersville, MO
2014-2018**

- Specialized in: reading, writing, and math.
- Implemented communicative methods for special needs such as sign language and PEKS picture exchange.
- Facilitated communication devices that maximized effective communication for students with verbal needs.
- Modified and/or created lessons.

Student UARK-University of Arkansas

**Fayetteville, AR
2013-2014**

- Teacher enrichment courses in foreign language pedagogy and curriculum design.

- Designed and published Interactive Spanish game on power point to TPT store.
- Learned and implemented current as well as former teaching methods and approaches for teaching a foreign language.
- Advanced Spanish grammar class for teachers.

Teacher
OCA-Spanish, Latin, Writing, Reading & Computers

West Plains, MO
2006-2012

- Taught Level I & II in Spanish for four years.
- Implemented the TPRS method (i.e., total physical response through reading and story-telling).
- Also, implemented explicit grammar lessons and ultimately aimed for communicative as well as grammatical competence as the primary goal.
- Taught elementary through high school Latin for four years.
- In Latin, the classical approach was the teaching method that I used. In the classical approach, the Latin grammar, unlike my Spanish classes, is taught explicitly rather than communicatively.
- In my creative writing class, I taught: descriptive, narrative, informative, persuasive, and opinion essays. I also taught: compare & contrast essays, timed essays, and journalism.
- In my science thinking class, we discussed worldviews and presuppositions followed by methodical and varied science topics.
- In my computer class, I taught speed-typing, as well as the Microsoft Essentials subcomponents, which include: Word, Excel, Power Point, and Database.
- I also incorporated Movie Maker and
- Adobe Photoshop.

Private Tutor
Latin & English as a Second Language

Home, USA
2010-2012

English as a second language

- Taught English as a second language to elementary age Spanish speaking student every day after school.
- Implemented the TPRS method.
- Created Power Points and Lesson Plans.
- Created Quizzes.

- Focused on improving students' grammar, comprehension, and speaking skills.

Latin

- Helped struggling students to maximize their comprehension and approach with the Latin, which resulted in improved grades and better understanding in class.
- Implemented the Classical Approach.
- Grammar and Reading.
- Word and Sentence diagramming.

Proofreader & Editor The PEN (Proofreaders & Editors Network)

**Remote
2006**

- Online freelance proofreader & prospective editor.
- Completed various online courses through the network.
- Implemented this valuable knowledge as an English, writing, and grammar instructor.

Teacher Baku International School, Azerbaijan.

**Baku, Azerbaijan
2004-2005**

- Substitute elementary teacher:
- Prepared and conducted effective lessons for the six-year-old class.
- Maintained positive interaction with parents.
- Maintained students' grades & homework records.

ESL Teacher:

- Constructed and implemented guided controlled exercises.
- Created exercises dealing with comprehension of inferences.
- Taught with a content-based curriculum, and implemented various teaching strategies.

Teacher
Community Montessori School

Reston Virginia
2003-2004

- Implemented techniques known as the *Whole Child Approach* which resembled guidance rather than direct teaching for children in their early childhood.
- Assisted and instructed about 12 preschool age children.

Student Teacher
Missouri State University

Springfield, MO
June-Nov. 2002

- As a student teacher, I assisted with preparations of numerous lesson plans.
- Implemented and designed active listening and speaking exercises.
- Instructed and conducted class with additional mentoring through my professor.