Dear Recruiter:

Thank you for taking the time to review my cover letter and resume for a tutoring position with your organization. I have a Masters in Childhood Education 1-6, and a state of New York teaching license. I am seeking the opportunity to develop and grow in my professional career with your organization.

I am highly organized and self-motivated, have excellent communication skills, and I am solid team player. I strive for continued excellence and eager to learn new things. I have a reputation of being hard working. I am certain that I can be a great asset to your company.

As my resume will demonstrate, my teaching career has geared me to empower students of all ages from children to adults. I have a strong passion to educate students and help them grow into responsible, and successful individuals. I have had wonderful opportunities to teach diverse groups of students, including those with learning disabilities, those who performed at grade level, and those who wanted to further their education. As a result, I have become proficient at designing creative and stimulating lesson plans, which accommodate multiple intelligences, bring a hands-on approach to learning, and keep students interested and focused.

In addition, I strongly encourage students to commit to a level of performance that challenges them to reach their full potential. My expectations of my students are high and by the end of the school year students realize they can achieve any goal set before them; a valuable lesson that they can apply to education and their lives beyond the classroom. I easily establish and maintain an excellent rapport with students. When faced with challenges, I succeed in utilizing a variety of strategies to motivate and encourage positive interaction. As a result, there is a strong level of trust that develops which allows me to provide direction in working towards realizing shared goals and objectives with students.

I would appreciate the opportunity to meet with you to discuss how my skills and experience can meet the needs of your teachers, students and families.

Thank you for your consideration.

Sincerely,

Marlene Maxwell

Enclosed-Resume

**MARLENE MAXWELL Home: 516-536-0547**

**15 Dekoven Street Cell: 917-215-5232**

**Rockville Centre, New York 11570 Email:** [**mgm1022@aol.com**](mailto:mgm1022@aol.com)

**SUMMARY:**

* **Dedicated and student focused teaching professional who is committed to providing a well-balanced, supportive and engaging learning environment for all students.**
* **Twelve years of experience teaching elementary education in public and charter schools.**
* **Hardworking and trusted educator who strives to collaborate with all members of the school community to meet the needs of students and promote the philosophy of the school.**

**EDUCATION:**

**Certification in Childhood Education 1-6**

**Mercy College, New York, NY**

*Master of Science- Childhood Education,* ***August 2009***

**Iona College, New Rochelle, NY**

*Bachelor of Arts- Public Relations,* ***June 1994***

**SKILLS:**

Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook and Access)

Bilingual: English and Spanish

**PROFESSIONAL EXPERIENCE:**

**Brooklyn Charter School August 2009-Present**

***Fourth Grade Lead Teacher***

* Develop clear and positive structures, expectations and routines in the classroom to optimize the students’ development and maintain consistent learning.
* Implement Balanced Literacy Model for English Language Arts curriculum in 4th grade.
* Scorer for the New York State English Language Arts Exam.
* Maintain anecdotal and formal records of students’ intellectual, social, and emotional development to assess their learning.
* Communicate with parents frequently about positive student accomplishments and challenges in academics or behavior.
* Create clear and positive structures, expectations and routines in the classroom to optimize student’s development and maintain consistent learning.
* Prepare Progress Reports, Databases and Developmental Profiles for every student and meet with families to discuss children’s progress.
* Participate and lead actively in weekly grade-level team planning meeting by planning units of study with team teachers and administration.
* Submit lesson plans on a weekly basis, demonstrating seamless connection to the instruction and meeting student objectives.
* Develop effective lesson plans for ESL classrooms • Incorporate technology in daily lessons • Initiate supportive learning activities for ESL students that aim at advancing their newly acquired L2 skills

**MARLENE MAXWELL—PAGE 2**

*PROFESSIONAL EXPERIENCE CONTINUED*

**City of New York Parks and Recreation May 2006- August 2009**

**Parks Opportunity Program**

***Adult Education Instructor***

* Provided literacy instruction in basic and advanced GED subjects.
* Tracked and monitor participant progress and maintain class attendance roster.
* Prepared and refer participants to take the GED examination.
* Developed educational curriculum and design lesson plans that incorporate work readiness and academic objectives.
* Maintained statistical data pertaining to the number of participants requesting, placed, attending, testing, and completing the GED program.
* Implemented the Adult Education Program according to policy and procedures.

**Queens Public Library October 2005- March 2006**

**(Flushing and Elmhurst Branches)**

**Queens, New York 11373**

***Pre-GED Instructor***

* Developed and implemented curriculum for Pre-GED program.
* Provided effective educational classroom instruction.
* Supervised, monitored, and provided guidance to all participants.
* Ensured all necessary supplies for the program are available.

**KAPLAN K-12 Learning Services October 2005- March 2006**

**(New York City Public Schools)**

**New York, New York**

***NYC Curriculum Coach***

* Planned and carried out a variety of modeling, co-teaching, and spotting.
* Lead teachers in reflective discussions before and after classroom visits.
* Held meetings with teachers and administrations to establish goals and a plan during the coaching time at school.

**Kaplan - K-12 Learning Services August 2004-March 2006**

*(New York City Public Schools)*

***After School Program Site Coordinator***

* Entered students into Kaplan Business System (KBS).
* Administered pre and post assessments at school site.
* Printed student reports and analyze student score data.
* Responsible for sorting students into classes.
* Maintained student attendance into a database.
* Reported after school program results to the School Relationship Coordinator.
* Conducted regular teacher observations and portfolio reviews.
* Kept track of high attendance rates among enrolled students.
* Acted as a liaison between Kaplan K-12 Learning Services and clients (school administrators, teachers, parents, and students).

**PROFESSIONAL CLASSES:**

**Children’s Book Writing - December 2014**