

# Zachary Michael Berkley

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## Technical Skills

HTML, CSS, JavaScript, and JQuery  
Node.js  
MYSQL

Adobe Creative Suite  
Microsoft Office Suite  
Google Suite

## Work Experience

### Investigative Report Writer

Cat's Eye Private Investigations

April 2022 - November 2022

- Communicated with investigators and clients to gather necessary case file information.
- Ensured completed reports contained data pertinent to clients' requests.
- Entered and organized case information into the office data management system.
- Proofread and revised ongoing case files for clarity and compliance with the agency style guide.
- Conducted research relating to case objectives and gathered data from various databases and government agencies.

### School Photographer

Lifetouch

February 2022 - April 2022

- Built and deconstructed mobile photography studios at various photoshoot locations.
- Posed students in a flattering way that was representative of their personalities.
- Reviewed and provided feedback on pictures submitted by fellow photographers.

### English Teacher

Saint Pauls Middle School

August 2015 - January 2022

- Planned curriculum and delivered instruction for a seventh-grade English class in an inclusive classroom. Worked closely with the EC support teacher to meet student needs.
- Scheduled and mediated regular PLC and PD meetings about curriculum development and standards-aligned strategies.
- Independently raised over five thousand dollars in grants for school materials and extracurricular activities.
- Developed an online digital curriculum via CANVAS LMS and Google Meet during the COVID-19 pandemic.

## Education & Licensure

- **Bachelor of Arts in English**  
B.A. Lafayette College, Easton, PA, 2006-2010
- Licensure in Secondary English, State of North Carolina