

Heather L. Wahlberg
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Highlight of Qualifications

- ❖ 3 years classroom experience
- ❖ 6 years of office experience
- ❖ 5 years customer service/ relations
- ❖ 2 years retail experience
- ❖ 1 year personal care-giver experience
- ❖ 1 year medical office assistant
- ❖ Supervision and training experience
- ❖ Problem Solving

Skills/ Tools

- ❖ Classroom management
- ❖ Authentic assessment
- ❖ Multiple intelligences
- ❖ SIOP trained
- ❖ ReadAbout
- ❖ Differentiated Instruction
- ❖ 4 years French study
- ❖ 2 years Latin study
- ❖ 10 years violin/music study
- ❖ Foreign study – London
- ❖ CPR HS certification
- ❖ Meditech
- ❖ Word Processing
- ❖ Excel
- ❖ Editing
- ❖ Windows 98/XP/Vista
- ❖ Desktop Publishing
- ❖ Typing – 60 wpm
- ❖ Insurance Coding (trained)
- ❖ Data Entry
- ❖ Alpha-numeric filing
- ❖ Ten-key
- ❖ Power Point

Employment History

Samaritan Health Services (Medical Office Assistant)

- ❖ Supply ordering and inventory
- ❖ Filing

Corvallis, OR 04/11 – Present

- ❖ Answering phones
- ❖ General clerical duties

Lamb Elementary School (Student Teacher)

- ❖ Lead/ solo teaching
- ❖ Small group supervision
- ❖ Lesson planning
- ❖ Curriculum collaboration

Salem, OR 09/09 – 06/10

- ❖ Grading and assessment
- ❖ Co-teaching
- ❖ Classroom management
- ❖ Recess supervision

Victor Point Elementary School (Practicum Teacher)

- ❖ Lead teaching
- ❖ Small group teaching
- ❖ Lesson planning
- ❖ Curriculum collaboration

Silverton, OR 10/09 – 11/09

- ❖ Grading and assessment
- ❖ Classroom management
- ❖ Recess and lunch supervision

Richmond Elementary School (Tutor for America Reads)

- ❖ Classroom tutoring
- ❖ Supervision/ Classroom management
- ❖ After school programs

Salem, OR 09/06 – 05/08

- ❖ Curriculum design assistance
- ❖ Grading/ classroom paperwork
- ❖ Lesson preparation

University Apartment Hall (Council Secretary)

- ❖ Taking down meeting minutes
- ❖ Voting on budgetary issues
- ❖ General discussion of building issues

Salem, OR 09/06 – 05/07

- ❖ Council representative at campus budget meetings

Cambridge Terrace Assisted Living (Secretary)

- ❖ Resident and customer resource
- ❖ Assistance in residence activities

Albany, OR 08/07 – 09/07

- ❖ Dining room service
- ❖ General clerical duties

Education

Willamette University	Salem, OR	MA Teaching	05/2010
Willamette University	Salem, OR	BA English	05/2009
Linn Benton Community College	Albany, OR	AA Oregon Transfer	06/2006