|  |  |
| --- | --- |
|  | Madison Morton  madisonjmorton@gmail.com  |    |   337-912-9484   |    |   2692 Whittington Ln. , Westlake , LA 70669 |

|  |  |
| --- | --- |
| Summary | Creative and dedicated professional with two years working as an elementary school teacher. Proven work ethic, communication, and organizational skills, with a passion for learning new things. |

|  |  |  |  |
| --- | --- | --- | --- |
| Skills | |  |  | | --- | --- | | * Self-motivated * Deadline-driven | * Developing presentations * Oral and written communication | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Experience | |  |  | | --- | --- | | Second Grade Teacher | 08/2017 - Current |   Calcasieu Parish School Board | Carlyss, LA   * Create a classroom environment enabling students to succeed while establishing high academic and behavior standards * Developed and designed effective unit plans, lesson plans, and differentiated activities to meet student needs * Established and maintained strong communication lines with community and family members * Managed a classroom of 16+ students * Identified and documented learning achievements by reporting outcomes, performance information and program adjustments used to boost comprehension * Collaborated with other staff members to plan and schedule lessons promoting learning and student engagement  |  |  | | --- | --- | | Secretary Student Worker | 08/2015 - 12/2016 |   McNeese State University | Lake Charles, LA   * Delivered an exceptional level of service to each customer by listening to concerns and answering questions * Supported the Assistant Vice President in operational improvements and resolution of student service problems to deliver top-notch customer service * Handled incoming and outgoing correspondence, including mail, e-mail and faxes |

|  |  |  |  |
| --- | --- | --- | --- |
| Education and Training | |  |  | | --- | --- | | Bachelor of Science: Early Childhood Education | 2017 |   McNeese State University | Lake Charles, LA |