**Alison Hollister**

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**Education**

University of Connecticut Intensive Paralegal Program 2012

*Paralegal Certificate*

Sacred Heart University Elementary Education 2003-2006

*Certification in Elementary Education*

University of Connecticut BA in Political Science 1998-2003

**Work Experience**

Norwich Public Schools 2006- Present

**Elementary Teacher**

Employed as a first, second, and third grade teacher. Duties include planning, developing, and aligning instruction to state and district standards. Responsible for meticulous record keeping of student data and act as an advocate for students. In addition, serve as the building union representative, PBIS Coach, and Character Education Committee Chair. Attend all trainings and roll out relevant information to the staff.

New London High School 2009-2010

**Head Coach**

As head volleyball coach had to schedule, organize, and plan the season for both junior varsity and varsity teams. In addition, responsible for designing training regimens for the athletes as well as handing all public relations with local media outlets.

Westaff Hartford 2001-2003

**Administrative Temp**

Acted as an administrative assistant to attorneys at top Hartford law firms during summer break from college. These firms included Leboeuf, Lamb, Greene, & MacRae and Day, Berry, & Howard (now Day Pitney).

**Skills**

* Legal research and writing experience
* Proficient in Microsoft Office Programs
* Trained in SMART and interactive white board and projector technology
* Language – fourteen years of experience speaking French including 6 months study in Paris

**Affiliations**

Pi Lambda Theta Educational Honors Fraternity