

WORK EXPERIENCE

Teacher (September 2014 – December 2014).

L. W. Higgins High School, Marrero, La.

- Responsible for student assessment, instruction and classroom management for three sections of Journey to Careers, a course emphasizing personal interest exploration, career readiness, goal setting, personal finance, and exposure to various career clusters (mixed grades 9-12).
- Employed via a temporary contract to fill vacancy left by teacher on extended sick leave.

Online Tutor (September 2014 – present)

Tutor.com – Live Homework Help, online.

- Provided homework assistance in the subjects English, English Essay Writing, English Essay Writing (College Level), Social Studies, and Career Help using the Tutor.com online classroom software.
- Also previously worked for Tutor.com in the fall of 2010.

Teacher (August 2013 – May 2014).

Archbishop Rummel High School, Metairie, La.

- Responsible for student assessment, instruction and classroom management for four sections of eighth grade English and one section of eighth grade reading.
- Oversaw story assignments, editing and production of the *Raiders' Digest* school newspaper.
- Completed significant overhaul of newspaper's design.
- Covered major school events and wrote copy for school's year-book.

Teacher (August 2011 – May 2013).

Belle Chasse High School, Belle Chasse, La.

- Responsible for student assessment, instruction and classroom management for Senior Applications in English, Journalism I, Journalism II and Debate.
- Worked with low performing seniors to help them research career options and set career goals.
- Oversaw story assignments, editing and production of the *Cardinal Chronicle* school newspaper.
- Completed significant overhaul of newspaper's design.
- Organized and planned the spring talent show.
- Served as school's literary rally coordinator.

Teacher (January 2011 – May 2011).

Westgate High School, New Iberia, La.

- Responsible for student assessment, instruction and classroom management for Education for Careers, English I Repeaters and Options ELA Pre-GED.
- Learned to manage the full responsibilities of a high school teacher including record keeping, grading, organization, parent communication, lesson planning and professional development.

EDUCATION

Currently pursuing **Master of Arts in Mass Communications Specializing in Web Design and Online Communication**

(beginning online classes spring 2015) – University of Florida.

Post-Baccalaureate Certificate in Digital Design (2014) – Tulane

University, New Orleans, La.

GPA: 3.9.

Master of Arts in Teaching (2010)

– Louisiana State University's Secondary Holmes Program, Baton Rouge, La. Certification areas: secondary English and journalism (grades 6-12). GPA: 3.6. Completed capstone research study titled *Why Do We Have to Read This? A Snapshot of Local Literature Teachers' Curriculum Choices*. Research project included case studies of local literature teachers and explored their curriculum-making practices.

Bachelor of Arts in Journalism

(2006) – Louisiana Scholars' College at Northwestern State University, Natchitoches, La. Minor in English. GPA: 3.68.

PROFESSIONAL SKILLS

- Media writing
- Copy editing
- Print design
- Web design
- Photography
- Associated Press Style
- Video Editing
- Web programming (beginner)

COMPUTER SKILLS

- Mac and PC platforms
- Microsoft Office
- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- Adobe Dreamweaver
- Adobe Flash

Student Teacher (August 2009 - March 2010).

Sherwood Middle Academic Magnet School and McKinley High School, Baton Rouge, La.

- Assisted mentor teachers with student assessment and instruction in the following courses: eighth grade English Language Arts, Yearbook, English III Gifted and American Cinema.
- Created a four-week poetry unit stressing poetic devices, oral reading and portfolio writing and incorporating popular music and song lyrics to enhance student interest and understanding.
- Created lesson plans on elements of yearbook layout and design.
- Created lesson plans on Realism, Regionalism, Naturalism and the Harlem Renaissance in American literature.
- Created lesson plans on Holocaust films in American Cinema.

Rental Application Advisor (January 2008 – February 2009).

The Road Home Small Rental Property Program, Baton Rouge, La.

- Using forms generator software, generated and organized internal and external documents including loan summaries, commitment letters and amendment letters.
- Prepared “batches” of loan summaries for submission to the state Office of Community Development.
- Cooperated with managers, underwriters and quality review personnel to correct errors on documents.
- Created an electronic filing system to keep PDFs organized.
- Cooperated with IT personnel to report software “bugs” and errors.

Reporter, Copy Editor, Food Editor (August 2006 - March 2007).

Daily World, Opelousas, La.

- Wrote feature and hard news stories on deadline.
- Compiled police blotters.
- Edited stories written by other reporters.
- Laid out and proofread pages.
- Planned, wrote for and designed weekly food section published on Wednesdays.

Reporting Intern (May - August 2005).

American Press, Lake Charles, La.

- Completed story assignments on a variety of topics.
- Worked some nights to fill in for proofreaders on vacation.
- Edited and organized press releases.
- Compiled police blotters.

Editor in Chief (May 2004 - May 2005).

The Current Sauce, Natchitoches, La.

Northwestern State University student newspaper

- Served as final authority for all news content, graphics, photographs and visuals, copy editing, design and production in the printed paper and on the website.
- Designed front pages.
- Led staff meetings and workshops.
- Updated staff manual.

*Also previously held positions of **Managing Editor**, **Administration Bureau Chief** and **General Assignments Reporter**.

COMPUTER SKILLS (continued)

- Adobe After Effects
- Final Cut Pro
- Autodesk Maya
- HTML and CSS
- WordPress
- PHP (beginner)
- JavaScript (beginner)

RECENT ACHIEVEMENTS**ElaineBroussard.com** (April 2014)

- Created personal portfolio website showcasing samples of writing, copy editing, desktop publishing, illustration and animation work.
- Created custom images using Adobe Creative Suite programs.
- Went above and beyond requirements of digital portfolio class to understand the mechanics of HTML and CSS instead of simply using WYSIWYG tools.
- Hand-coded HTML and CSS.
- Used online tutorials to troubleshoot problems in code.

“Mid-Game Crisis: A Pac Man Story” (December 2013)

- Created short animated film about Pac-Man’s mid-life crisis.
- Used storyboarding techniques to illustrate and organize scene sequence.
- Demonstrated proficiency in Adobe Photoshop, Adobe Illustrator, and Adobe Flash through completion of this project.
- Video may be viewed at vimeo.com/81412802.

Raiders’ Digest redesign (October 2013)

- Completed significant redesign of the Archbishop Rummel High School student newspaper in Adobe InDesign.
- To view before and after layouts visit: elainebroussard.com/gallery/myimages.html.