**Gwendolyn M. Keller · 2030 Cedarwood Dr Lancaster, TX 75134 · (504)452-6939 ·** [**gmtk56@yahoo.com**](mailto:gmtk56@yahoo.com)

**EDUCATION**

Doctor of Educational Leadership Argosy University Online · Phoenix, AZ · 2014

Master of Science, General Psychology Walden University · Baltimore, MD · 2009

Master of Science, Educational Leadership American InterContinental University · Estates, IL · 2007

Bachelor of Science, Management University of Phoenix, Metairie, LA -2004

Associated General Studies Early Childhood Education Delgado Community College · New Orleans, LA · 1995

Associated of Art Substance Abuse Counseling Southern University of NO · New Orleans, LA · 1993

**Career Objectives**

* Eagle to pursue a position as a Pre-K Teacher at an independent school, where I can strongly and with dedication apply my teaching experience, curriculum development, technology and behavioral skills to support students’ growth and success.

**Summary of Qualifications**

* Any assigned or volunteered task are challenging. They are done with great honored and high-strong dedication. I strive for achievement than surpasses any goals set before me, and work to help others that appears to be struggling.

**EXPERIENCE**

**Pre-Kindegarten Teacher**

**Gateway Charter Academy**  2017-2018 Dallas, TX

* Planning, implementing and assessing lessons plan using activities and instructional methods to motivate students.
* Teach students with patience and creativity.
* Teaching students’ activities/strategies related to intellectual, physical and social maturity.
* Cater to the basic needs of the students.
* Provide a comfortable, nurturing environment.
* Assessment on students developmentally appropriate progression.
* Developed rapport with parents, and,
* Meet and plan with other professionals to discuss lesson plans, improvement classroom techniques and student’s progressions.
* Analyze and support needs of at-risk and low-income students by adapting teaching methods and instructional needs and interests.

**Educational Staffing, Kelly’s Temp Services** Sept 07, 2017-Oct 20, 2017Plano, TX

Substitute Teacher

* Fill-in for absentee teacher

**Kelly’s Temp Services** Oct 1, 2017- Oct 20, 2017 Lancaster, TX

Customer Services Representative

* Contacted Hurricane Harvey and Irma’s victims arranging pick-up of their vehicles, and verification of Adjusters’ decision on how to proceed with claims.

**Pre-Kindergarten Teacher** 2011 –2017 New Orleans, LA

Peter W Dangerfield/Diana Head Start

* Conceptualized a structured, appropriated stimulating classroom environment with responsibility in performing small group lessons, one-on-one correspondence, and learning through creative activities such art, dance, and music.
* Evaluated students’ assessments in learning, planning, and developing in educational activities that promote quality teaching in accordance with Louisiana teaching standards and Bloom’s Taxonomy.
* Motivated collaboration in problem solving among peers through cooperative play.
* Performed success in the development of preschooler programs that enhance children’s emotional and social development, intellectual and cognition skills, physical development, and provided the foundation for a lifelong passion for learning.
* Pioneered records of designing unique lesson plans and bringing them to life in a fun-filled and imaginative way.

**Pre-Kindergarten Teacher** 2008-2010 Marrero, LA

Conquering Word Christian Academy

* Enhanced ability to speak clearly and to create a stimulating learning environment.
* Enhanced calmness under pressure while continuing to keep the preschoolers setting safe and playful.

Harvey, LA

**Data Entry/ICD-Coder**

Total Home Health Care

* Answer customers’ inquiries by telephone with the highest level of professionalism.
* Maintain acceptable productivity expectation while providing good quality and excellent customer service.
* Excellent listening, verbal, and interpersonal communication skills.
* Strong PC skills and computer literate in Microsoft Word, PowerPoint and other areas.
* Knowledge of ICD-Coding.
* Advanced skill level in medical terminology.
* Established, coordinated, and maintained patients’ records; ensured integrity and availability of information.
* Maintain patients’ confidentiality in accordance with departmental policies.
* Interviewed and registered patients; obtained pertinent information to complete forms, including patients’ consents and authorizations.
* Maintained standards computer databases or other computerized information; ensured data accurately, completed, and entered in timely manner and generated computer reports.

**Patient Service Technician** 1974-2005 Marrero, LA

West Jefferson Medical Center/Advanced Care Hospital

* Conducted high levels of organizational skills.
* Established and maintained effective communication with the patients, family members, and all members of the health care team.
* Scheduled appointments and follow-up visits by coordinating with physicians’ schedules, nurses, instructions for pre-op, and/or surgery; laboratory testing, etc., and to ensure efficiency of patient care.
* Examined the central monitors on the unit via noting all rhythm and arrhythmias with effective documentation.
* Exhibited proficiency in blood collection by veni-puncture techniques from patients or all age groups; urine-drug screen collection, and performed duties as assigned.
* Resolved strong PC database skills, excellence writing, communication, customer service skills; logical thinking, problem solving, multi-task, accuracy and the ability to focus and handle details.
* Specialized with laboratory testing procedures, process sample for specimen transporting or testing.
* Inform Clinical Manager and the appropriate person of the conditions and changes in the conditions of each assigned patient upon completion of patients’ round and prn.

**PROFESSIONAL AFFILIATIONS**

* Agenda for Children LA
* Certified CLASS Observer
* Court Appointed Special Advocates (CASA)
* LA Teach for American
* Louisiana Pathway
* Member of the National Association for the Education of Young Children (NAEYC)

**ACHIEVEMENTS**

* Author of two powerful preschoolers’ book, “Four Seasonal Trees and Counting and Adding with Numbers, Colors and Fruits”