

## **Summary**

Dedicated elementary school professional with over ten years of experience classroom teaching with modern instructional strategies to provide a rewarding educational experience for children.

## **Highlights**

Pennsylvania Department of Education Instructional II, K-6 Certificate  
Microsoft Office, Excel, PowerPoint proficient  
Curriculum development  
Private and Public School Teaching Experience  
Collaborative team member

Flexible and adaptive  
Title I knowledge  
Proficient in educational software

## **Professional Teaching Experience**

**Diocese of Scranton** –Holy Redeemer System, Wilkes-Barre, PA

**Elementary School Teacher Substitute**

October 2013 to present

**Pre-K through 8<sup>th</sup> Grade Substitute**

Provided instructional methods as elementary substitute for all grades and subjects.

-Wyoming Area Catholic School, Exeter, PA      - Good Shepherd Academy, Kingston, PA

**Lake-Lehman School District** - Lehman, PA

**Elementary School Teacher**

September 2005 to June 2013

**First Grade, Third Grade Elementary Teacher**

Self-Contained Classroom, teaching Reading, Language Arts, Math, Social Studies, Science, and Handwriting.

Created lesson plans in accordance with Common Core and district curriculum standards.

Developed schedules, lesson plans and instructional materials for whole group, small group, and individuals to

adapt for the needs of each student in accordance with standards.

Communicate with parents through conferences and other means to discuss students' progress and interpret the school program.

Evaluate students' academic and social growth, keep appropriate records, and prepare progress reports.

Employed a broad range of instructional techniques to retain student interest and maximize learning.

Create an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.

Enhanced reading skills through the use of children's literature and story time.

Set and communicated ground rules for the classroom based on respect and personal responsibility.

Supervise students in out-of-classroom activities during the school day as assigned.

## **Elementary Technology Teacher**

Instructed Technology Education (Computers) to Grades Kindergarten through 6th.

Developed and implemented a curriculum to include interactive learning mediums to increase student understanding technology and software applications.

Designed technology lesson plans focused on age and level-appropriate material.

Communicated lesson ideas effectively with colleagues from various grade *levels* to maximize student's cross-curricular application of technology within core subjects.  
Observed and assessed student performance and maintained of progress.  
Provide opportunities for students to demonstrate skills, talent and work produced in Computer Education.  
Provide instruction in the proper use of tools, materials and equipment, ensuring safe use.  
Provide technology support to faculty, staff, and administration.

**Sacred Heart School - Wilkes-Barre, PA**

**Elementary Computer and Library / Media Resource Teacher**

August 2004 to August 2005

Computer Education Instructor for Pre-Kindergarten through 8th Grade Students  
Developed and implemented curriculum to include interactive learning media to increase student understanding in technology and software applications.  
Designed technology lesson plans focused on age and level-appropriate material.  
Provide and supervise opportunities for students to demonstrate individually and in groups the work produced in class.  
Troubleshoot technical problems with library computers and other technology.  
Coached students, faculty and staff in the use of electronic, print and Internet resources.  
Developed and enforced circulation policies and procedures.  
Reshelfed books to maintain a neat and tidy reading area.

**Regis Elementary School - Forty Fort, PA**

**Elementary Teacher, Departmentalized PreK-6**

August 2000 to August 2004

**Humanities Teacher, Grades 3-5**

Developed and instructed lesson plans and instructional materials for Social Studies and Religious Studies (Theology) for grades 3-5 in accordance with state, diocesan, and school standards.  
Observed and assessed student performance and kept thorough records of progress.  
Evaluate student academic and social growth, and prepare progress reports.

**Computer Technology Teacher, Grades 2-6**

Develop and implemented a curriculum to include interactive learning media to increase student understanding of technology and software applications.  
Created meaningful and interactive lesson plans to maintain student interest and involvement.  
Enhanced lessons using Smart Board technology and computers.

**Music Education, Grades PreK-6**

Teach skills in music understanding/appreciation, harmony, explorations in liturgical, instrumental, and choral music to students.  
Encourage students to develop appreciation for music and develop good music skills.  
Evaluate student musical growth, performance, and musical understanding.  
Prepare and direct students in seasonal, annual, and subjective musical performances (concerts, liturgies, etc.)

## Previous Work Experiences:

**Atlantic Data Services, Inc.** - Quincy, MA

**Bank Operations Consultant**

May 1998 to September 1999

**Franklin First Savings Bank** - Wilkes-Barre, PA

*Retail and Commercial Banking*

**Branch Operations Manager**

June 1989 to January 1998

## Education

**Master of Science – Education Instructional Technology Specialist**

**Misericordia University** – Dallas PA *currently matriculating, anticipated Fall 2015*

**Bachelor of Science : Elementary Education**, 2003

**King's College** - Wilkes-Barre, PA, USA

Completed coursework for Elementary Education and PA Certification

**Bachelor of Science: Liberal Arts / Music Education**, 1990

**Misericordia University** - Dallas, PA, USA

Major in Music Education and minor in Business Management

## Certifications

Pennsylvania Department of Education

Elementary K-6 Instructional II, Current

## Related & Extra-Curricular Activities

**Misericordia University, Dallas PA**

*Director of Music, Campus Ministry* 2007-present

Accompanist (Piano / Organ) for all college liturgies

Instruct students in Liturgical Planning

Facilitate weekly team meetings with staff and students

Direct student ensemble for Mass and Special Events

**St. Therese's Church, Shavertown, PA**

Vacation Bible School - Instructor for PreK (2009 to Present)

Summer CCD Program – Instructor 5th Grade (2005 to 2007, 2014)

## References

**Professional and Personal References are available upon request.**