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## **Education**

*West Chester University of Pennsylvania*

- Graduated May 10, 2014 Bachelor of Science in Education, English
- Dean's List: Fall 2011, Spring 2012, Fall 2012, Spring 2013, Fall 2013
- Graduated Magna Cum Laude

## **Employment**

*West Chester University Orientation Leader Parent/ Family Liaison* June - Aug. 2013

- Provided parents and families with accurate information regarding the orientation schedule while maintaining a positive atmosphere.
- Laid out expectations of the day to the parents and families.
- Accurately answered questions and addressed concerns that the parents and families have throughout the orientation day.

*West Chester University Orientation Leader* June 2011 - Aug. 2012

- Participated in a rigorous two week training process each year of orientation in order to fully understand the policies and procedures of both the university and the orientation process.
- Led small groups (10) and larger (25) groups of new students throughout the orientation day.
- Laid out procedures for the day according to the schedule and expectations of the university
- Expected to lead students in daily process including meetings and activities.
- Maintained a positive attitude throughout the day, encouraging student participation and interaction.

## **Field Experience**

*Student Teacher, Lionville Middle School* Jan. 2014-May 2014

- Collaborated with cooperating teacher, Julia Hutelmyer, to effectively plan lessons for 7th grade students within their curriculum.
- Maintained a safe environment and positive atmosphere that fosters a healthy learning environment.
- Facilitated discussions both in small and large groups of students during class to encourage a cohesive and informative lesson.
- Established a friendly atmosphere both with students and faculty members in the Lionville School building.
- Supported the school community by attending activities such as school plays, field trips, and fundraisers.

*ENG 390 Field Experience, Lionville Middle School* Oct. 2013-Nov. 2013

- Observed classroom practices of cooperating teacher, Julia Hutelmyer, to better understand classroom rules and procedures.

- Interacted with students through small group activities.
- Established an understanding of standards and techniques to use with students.

### **Leadership Experience**

*Sigma Tau Delta, National English Honors Society Member* May 2013- present

- Receive monthly newsletters and information from Sigma Tau Delta.
- Represent West Chester if needed during meetings and information sessions.

*Secretary, Phi Mu Fraternity* Jan. 2012- Dec. 2013

- Kept an accurate documentation of minutes and information during weekly chapter meetings.
- Communicated with other members of the fraternity on a weekly basis via email communications.
- Maintained an online calendar for the chapter.
- Represented the chapter through communication with the National council of Phi Mu.
- Participated in discussions and voting of chapter matters during executive board meetings.

*Member of Phi Mu Fraternity* Sep. 2011- present

- Communicate with others in the organization effectively and efficiently, via email, phone communication, and social media.
- Interact with and collaborate with other members of the West Chester community to raise money and awareness for various organizations.
- Attend weekly chapter meetings dealing with matters such as communication, women's issues, and the importance of community.

*West Chester University Ambassadors Greeter Coordinator* Sep. 2011- May 2012

- Led new members of the organization in proper greeter procedures.
- Sent out emails to inform the greeters on University Ambassador events.
- Provided the greeters with a positive instruction and environment in which to work.

*West Chester University Ambassadors General Member* Sep. 2010- Dec. 2013

- Provided prospective students and their families with a positive and welcoming environment while leading tours of West Chester University's campus.
- Kept the tour moving while providing families with relevant and up to date information about West Chester University.
- Accurately answered questions about the university while maintaining a professional and inviting demeanor.

*National Council of Teachers of English* Sep. 2010- Sep. 2013

- Attended meetings regularly in order to learn about NCTE as an organization
- Volunteered time to organization by attending meetings and providing services for schools and related organizations