

Mercedes Lynn Mancuso
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Certification: May 2014
Pennsylvania Early Childhood Pre-K-4 Certificate

Master of Science Expected: July 2014
Instructional Leadership - Elementary Education
Robert Morris University, Moon Township, PA

BSBA: May 2005, Robert Morris University, Moon Township, PA
Major: Business Management

Teaching Related Experience

Student Teaching Experience

Hyde Elementary School, 2nd Grade, Moon Township, PA – Spring 2014

- Worked closely with students in language arts, math, social studies, and science, among other various aspects of the school day.
- Assumed the role and took over all of the responsibilities of the classroom teacher, including taking on the primary role as instructor for all of the homeroom subjects and routines.
- Supported small groups as the lessons called for, and worked closely with struggling students.
- Helped to implement/volunteer with after school tutoring program at Hyde for 2nd grade students.
- Led the daily routines for the students including the morning announcement/pledges routine and lunch count.
- Received training in differentiated instruction and higher level questioning through Hyde's intervention program.

Pre-Student Teaching Field Experience

Hyde Elementary School, 1st Grade, Moon Township, PA- Fall 2013

- Worked closely with individual students to improve reading skills, including vocabulary, fluency, and context.
- Led many lessons covering writing and grammar in whole class experiences.
- Supported small groups of students during mathematics, including using manipulatives and other work tools in alignment with the curriculum.
- Responsible for leading the math routine on numerous occasions.

April 2013 – Induction into Alpha Chi National Honor Society

April 2014 – Recipient of Dean's Teaching Fellow – Early Childhood Education from RMU

Professional Experiences

Walker's Bar and Grill (June 2006-Present)

Head Bartender. Prepare and serve food and beverages to customers in a local bar/dining atmosphere. Responsible for large cash transactions, credit, and other monetary responsibilities. Some inventory and ordering responsibilities. Received awards for excellence in this field of work. Excellent communication skills, customer service experience and patience.

King's Family Restaurants (December 1999-March 2009)

Food server/ Cashier. Prepare and serve food and beverages to customers in a casual dining atmosphere; handle cash register transactions. Seven perfect scores on Cashier "Secret Shopper" reports. Earned Server Certification. Received merit raises and bonuses. Excellent interpersonal skills, responsibility, and time management skills.

Evans, Portnoy, Quinn & O'Connor (September 2003-July 2004)

Filing Clerk. Responsible for sorting and organizing files within the law firm. Some receptionist duties including answering a multi-line phone system, and taking messages and mail. Improved organizational skills in a formal business office setting.

Miller School of Dance (August 2001-December 2003)

Dance Instructor. Taught jazz, tap, ballet, gymnastics, baton and flag twirling classes to children ages three to eighteen. 16 years of dance experience in a non-competitive dance school. Excellent leadership skills and patience.

References available upon request