

# Kristin L. McMullen

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- Objective:** To obtain a position as a secondary school English teacher that will utilize my dedication to help each student reach his or her greatest potential through a variety of teaching methods.
- Education:** **DELAWARE VALLEY COLLEGE**, Doylestown, Pennsylvania (August 2012)  
Level I Instructional PA English 7-12 Teaching Certificate (GPA 3.9)
- JUNIATA COLLEGE**, Huntingdon, Pennsylvania (May 2011)  
Bachelor of Arts in English with a minor in Politics (GPA 3.0)
- YORK ST. JOHN UNIVERSITY**, York, England (Spring 2010)  
Study Abroad (GPA 3.4)
- Honors:** **Juniata Presidential Scholarship—Four Year Academic & Extra-Curricular Activities**  
**Juniata Scholarship Fund**  
**Myers Scholarship**
- Computer Skills:** Windows Operating Systems, Microsoft Office Suite, Dreamweaver, QuickBooks, Synergy, ARTA, Point
- Professional Experience:** **SUBSTITUTE TEACHER**  
**Central Bucks School District**, Doylestown, Pennsylvania (October 2013—Present)
- On-call substitute teacher for 23 schools district wide
  - Manage classrooms up to 30 students
  - Follow lesson plans provided by teacher
- SENIOR SALES ASSOCIATE**  
**Jones New York**, Lahaska, Pennsylvania (May 2008—Present)
- Open, close, and manage the store
  - Ensure cash drawer has appropriate amount and make nightly bank deposit
  - Assist customers on sales floor and fitting rooms and operate register to complete sales
  - Train new employees
  - Receive and send transfers, shipment, web orders, and customer orders
  - Change floor set each month as new merchandise is available
  - Participate in Conference Calls and organize client events with District Sales Manager
- CONSUMER LOAN ASSISTANT**  
**Univest Bank and Trust**, Souderton, Pennsylvania (September 2012—November 2013)
- Input new Consumer Loan Applications into ARTA, process, and assign to Processors
  - Communicate with branches, outside companies, and other departments
  - Update and maintain loan files and accounts
  - Scan and file confidential loan information into Synergy
  - Organize incoming documentation and disperse to Processors
- HIGH SCHOOL LONG TERM SUBSTITUTE TEACHER (Alternative Education)**  
**Berks County Intermediate Unit**, Reading, Pennsylvania (February 2013—June 2013)
- Teach 9<sup>th</sup>-12<sup>th</sup> grade at an alternative school, the Learning Academy at Alsace
  - Courses include English, Life Skills, and Health
  - Teach severely emotionally disturbed, special education, and ESL students
  - Ensure lessons meet IEP specifications
  - Manage classrooms with up to fifteen students
- HIGH SCHOOL ENGLISH TEACHER (Alternative Education)**  
**Delaware Valley High School**, Reading, Pennsylvania (December 2012—January 2013)
- Teach 9<sup>th</sup>-12<sup>th</sup> grade courses with up to fifteen students per class
  - Teach a diverse student population, including special education and ESL students
  - Develop and adjust curriculum to accommodate individual needs
- Activities:** **Juniata College Wind Symphony** (2007—2011)  
**Barristers' Law Club** (2008—2011)  
**Juniata Activities Board** (2007—2009)  
**Doylestown Courthouse Summer Community Band** (2004—2008)