

Michele Sherian Scutti, M.Ed.

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Education

Completed Teacher Consultant, Philadelphia National Writing Project
M.Ed. Reading Specialist, Holy Family University
12 credits English as a Second Language (ESL) Certification, Holy Family University
M.Ed. Elementary Education, Holy Family University
18 credits Arts Administration, Drexel University
B.A. English (major), Communications (minor), Holy Family College

PA Certification Elementary (K-6), Instructional II
English as a Second Language (K-12), Program Specialist
English Language, Literature & Composition (7-12)
Mid-Level English (7-9)
Reading (K-12), Program Specialist

Work History

English to Speakers of Other Languages (ESOL) Teacher, September 2001 - Present

The School District of Philadelphia, 440 N. Broad Street Philadelphia, PA, 19130
Research, write, and present lessons and activities for approximately 35 students (Reading, Writing, Listening, Speaking). Assist with various programs for students requiring additional assistance (After-School Program, Homework Club, Extended School Year Program). Organize extracurricular activities (Actor's Studio, Harry Potter Book Club). Following paperwork is in order: FBI Fingerprint Clearance, PA Child Abuse History Clearance, PA Criminal Record Check.

Secretary II, Division of Emergency Medicine, October 1998 - August 2001

Children's Hospital of Philadelphia, 34th St & Civic Center Blvd, Philadelphia, PA, 19104
Typed (from dictation, verbal and/or written direction), proofread, edited, photocopied, and distributed various correspondence including curriculum vitas; grants; manuscripts; posters; slides (graphs, pie charts, scanned material); spreadsheets; etc. Coordinated and scheduled classes and other similar activities including travel arrangements. Acted as Emergency Medicine Visiting Residency Coordinator by scheduling approximately 150 visiting residents; mailing orientation materials; handling orientation and evaluation, etc.

Administrative Assistant, College of Nursing, February 1997 - August 1998

The University of New Mexico, Albuquerque, NM, 87131-001
Coordinated and scheduled classes similar activities including travel arrangements. Typed (from dictation, verbal and/or written direction), proofread, edited, photocopied, and

distributed various correspondence such as: class syllabi; curriculum vitas; exams; grants; slides; spreadsheets; etc. Developed various templates utilizing MS Office. Performed and verified routine calculations for recurring internal reports such as grade point averages. Maintained databases and files. Trained and supervised work-study students.

Promotion Coordinator, June 1994 - January 1997

Albuquerque Little Theatre, 224 San Pasquale Avenue SW, Albuquerque, NM, 87104
Developed, researched, wrote, and prepared all aspects of production of: brochures; direct mail campaigns; feature stories; flyers; grants; lobby displays; newsletters; photographs; posters; press releases; print ads; radio/television commercials; season campaigns; show programs; etc. Prepared, scheduled and monitored all media budgets. Established and maintained media contacts. Arranged media coverage. Organized promotions and special events. Researched, wrote, and presented interpretive talks geared toward various age categories (pre-school to senior citizens).

Assistant to the Production Coordinator, October 1991 - June 1995

Creative Services, Inc., 1209 Mountain Road Place NE, Albuquerque, NM, 87110
Assisted in all aspects of production coordination of film/video projects. Responsible for operation and set-up of on-location production office. Researched, wrote, prepared, and distributed marketing materials including demo reels. Prepared and verified routine calculations for recurring internal reports such as contracts, invoices, payment receipts, and production bids. Casting and talent coordinating duties according to specific projects. Working knowledge of various SAG/AFTRA contracts. Liaison to local talent agencies.

Volunteer Experience

- Actor: Resume available. Trained at the American Academy of Dramatic Arts (NYC). Teacher of acting classes (young adults) based on the Sanford Meisner Approach.
- Film and Television Production Freelancer: Resume available. Over 100 productions ranging from commercials (radio and television), films, television, and theatre. Twenty years experience as a casting/talent coordinator.
- President, Upsilon Omicron Chapter, Kappa Delta Pi, Holy Family University, Philadelphia, PA.
- Theatre Alliance of Greater Philadelphia, Philadelphia, PA: Barrymore Awards Nominating Committee (2000-2001, 2001-2002, 2002-2003); office volunteer.