

Heather Berk

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Summary

Self-directed, enthusiastic educator with a passionate commitment to student development and the learning experience. Skilled in the design of challenging, enriching, and innovative activities that address the diverse interests and needs of students. Possess outstanding communication skills; presents information in a variety of ways, collaborates with all levels of staff members and establishes quality relationships with students.

Core Qualifications

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| • Curriculum Design & Development | • Classroom Management |
| • Differentiated Instruction | • Student-Centered Learning |
| • Cooperative Learning | • Multicultural Awareness |
| • Student Motivation | • Student Assessment |
| • Interactive Learning | • Whole Group Learning |

Education and Training

Pennsylvania State University 2012

Bachelor of Science in Secondary Education

Concentration: Biological Sciences

**Dean's List, Phi Kappa Phi, Alpha Sigma Lambda

Certifications:

Instructional I, Biology: 7-12, February 2013

Instructional I, Environmental Education: 7-12, Pennsylvania, April 2013

Instructional I, General Science: 7-12, Pennsylvania, April 2013

Teaching Experience

Long Term Substitute — February 2014 to June 2014

Central Bucks School District — South High School, Warrington, Pa

- Taught two preps: Academic and Practical Biology
- Prepared students for and administered the PA Keystone Exams
- Planned and organized the theoretical and practical biology lessons
- Evaluated and maintained grades and communicated with parents
- Assisted and guided the students in participating in "fun" science demonstrations
- Adapted lessons, assessments, and activities for practical class with 12 IEP students while coordinating with co-teacher
- Participated in educational seminars and teacher's training workshops

Long Term Substitute -- August 2013 to January 2014

Central Bucks School District — Tohickon Middle School, Doylestown, Pa

- Taught two preps: 9th and 7th grade sciences
- Developed and instructed lessons for both lecture and laboratory
- Engaged students with direct, cooperative, collaborative and inquiry lessons
- Adapted lessons to provide for individual learning opportunities, including four ESL students
- Established positive rapport with students, parents, and fellow staff members
- Maintained and managed classroom, independent grading, attendance, planning and assessing
- Participated actively in department meetings, educational seminars, teacher training workshops, staff meetings, parent/teacher conferences

Student Teacher Practicum -- August 2012 to December 2012

Central High School – Philadelphia, PA

- Developed and taught lessons for biology classes based on Pennsylvania State standards
- Combined discipline plan with effective measures to increase concentration, participation, and progress student accountability
- Earned positive verbal/written feedback from parents regarding classroom instruction and student learning success
- Designed and implemented lesson plans focused on age and level-appropriate material as per PA State Standards
- Developed interesting course plans to meet academic, intellectual and social needs of students
- Integrated the 5-E learning cycle model and effective classroom management using various teaching techniques
- Participated in meet the teacher night and parent-teacher conferences

Preventive Medicine Specialist -- June 2000 to June 2008

U.S. Army

***Special Skills:* Leadership, Performing under pressure, Meeting deadlines, Laboratory testing experience**

- Decorated Sergeant in the Preventive Medicine Specialist MOS
- NCO in Charge of the preventive medicine department
- Trained troops in preparation for deployments
- Prev. Med. Spc. for my battalion of three companies while deployed under Operation Enduring Freedom and Operation Desert Eagle in Iraq
- Upheld Red Cross/OSHA standards in EPW/POW facilities as well as soldiers camps
- Assisted two physician assistants in daily operations of medical aid station
- Conducted environmental health surveys and inspections of various facilities
- Performed bacteriological examination and chemical analysis of water and inspected for quarantine standards
- Identified medically important parasites, disease vectors, and their animal hosts and recommended insect control procedures
- Conducted related communicable disease investigations, as well as completed case and contact reports

Awards:

- National Defense Service Medal
- Global War on Terrorism Expeditionary Medal
- Armed Forces Reserve Medal with "M" device
- Army Service Ribbon
- ARCOM x2 (Army Commendation Medal)
- ARCAM (Army Reserve Components Achievement Medal)

Fresh Food Manager/Assistant Manager -- September 2004 to September 2011

Wawa, Inc.

***Special Skills:* Time management, Delegation, Leadership, Communication Skills**

- Managed all aspects of the food service and beverage departments
- Efficiently executed all fresh food/ food service programs in compliance with corporate and regulatory guidelines
- Hired, trained and managed associates
- Enabled maximum profitability in food service department per corporate office standards
- Ensured accuracy of weekly payroll, including proper editing of timecards
- Created and published comprehensive weekly store schedule
- Performed daily cash management processes
- Monitored and analyzed weekly sales reports to ensure profitability