

Courtney Leighton

138 Reliance Drive, Wilkes-Barre, PA 18702
Phone: 570.762.6299 Email: Courtney.leighton@wilkes.edu

Objective To secure a teaching position in the field of Middle School Education Concentration in Math and Science to be involved in any math and/or science clubs

Education Wilkes University, Wilkes-Barre, PA 18702

- Bachelor of Arts in Education
Major: Middle School Education Concentration in Math and Science, graduation May, 2013
- Cumulative GPA: 3.57/4.0

Honors

- Wilkes University Dean's List
- Inducted into Kappa Delta Pi, International Honor Society in Education

Student Teaching

Dallas Middle School Math and Science
2000 Conyngham Ave Dallas, PA 18612
(570) 674-7245

Student teaching:

- Pre-Algebra - 7th grade
Cooperating teacher: Kathy Dolan
- Algebra - 8th grade
Cooperating teacher: Kathy Dolan
- teaching Life Science (7th grade)
Cooperating teacher: Robin Moore

Student teaching involved:

- co-teaching a class
- teaching content to the students in an interesting and informative way
- using classroom management skills to manage the classroom
- using technology to make learning current and entertaining
- differentiated instruction
- worked in a teacher team setting
- planned units and lesson plans

Field Experiences:

Wyoming Valley West Middle School: Math with Pamela Oliveira

- first student teaching experience
- helped students one-on-one and in group settings
- helped throughout the classroom

Dallas Middle School: Math with Kathy Dolan

- met current cooperating student teacher
- helped students one-on-one and in group settings
- taught a lesson

Crestwood Middle School: Math with Kariann Iskra

- taught a lesson
- helped students one-on-one and in group settings
- this observation was at the same time as Dallas High School

Dallas High School: Special Education with Mary Kratz

- taught a lesson
- helped in life skills classroom
- worked one-on-one with special needs students
- helped students one-on-one and in group settings

Wyoming Valley West Middle School: Science with Robert Aten

- helped students one-on-one and in group settings
- taught lessons

Leadership

E-Mentor

April 2012 – December 2012, 84 West South Street Wilkes University, Wilkes-Barre, PA 18701

- Assisted first year students with the transition to college
- Kept in contact with first year students with general advice regarding campus services
- Arranged social programs to keep first year students involved on campus

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Service

- Big Brothers Big Sisters, 2008-2009
- St. Vincent De Paul Soup Kitchen, 2009
- Victim's Resource Center, 2010
- City of Wilkes-Barre, 2012

Work Experience

Substitute Teacher

August 2013- Present- Dallas School District, 2000 Conyngham Ave Dallas, PA 18612

- Implement daily lesson plans
- Work with students to meet their needs
- Accommodate faculty and staff schedules
- Hired as a private tutor for various students to give extra help

Tutor

June 2013- Present

- One on one time with students
- Strengthen the student's study skills
- Strengthen student's academic skills

Sales Associate

April 2009- Present- Bee Hive Gift Shop, 41 South Main Street Wilkes-Barre, PA 18702

- Provide prompt and courteous service to customers
- Create and set up displays
- Prepare end of the day reports
- Record and stock incoming and current inventories

Sales Associate

Summer 2012- November 2013- Marshall's, 3402 Wilkes Barre Township Commons Wilkes-Barre Township, PA

- Customer Service
- Organization
- Cashier

Secretary

Summer 2012- Colours Inc., 233 S. Washington Street, Wilkes-Barre, PA

- Entered information regarding car information into computers
- Filed paperwork
- Created folders for client records

Assistant Secretary to the Chief of Police

June 2006- July 2011- Wilkes-Barre Police Station, 15 North Washington Street, Wilkes-Barre, PA 18702

- Entered information into databases, maintained databases for reporting purposes
- Answered telephone, took messages
- Filed paperwork, including time sheets and other reports

Mail Room Worker

Summer 2008- Guard Insurance Group, 16 South River Street Wilkes-Barre, PA 18702

- Entered information regarding client's insurance into computers
- Filed paperwork
- Created folders for client records

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Reference Sheet:

Anne Thomas- Professor at Wilkes University

Phone number: 570-408-4680

e-mail: Anne.thomas@wilkes.edu

Robert Gardner- Doctor at Wilkes University

Phone number: 570-408-4680

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Suzanne Galella – Professor at Wilkes University

Phone number: 570-408-4680

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Gerry Dessoie- Chief of Police Wilkes-Barre, PA 18702

Phone number: 570-362-3809

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