

Gretchen Lockard

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Objective: To obtain a position in the field of Secondary Education, specific interest in Social Studies Education.

Education: The Pennsylvania State University
Bachelor of Science in Secondary Education (Social Studies)
Graduation date: May 16, 2010
Major GPA: 3.35 Overall GPA: 3.32

The Pennsylvania State University
Minor in History
Minor GPA: 3.39

The Pennsylvania State University
Minor in Geography
Minor GPA: 2.83

Harvard University (in progress)
Professional Graduate Certificate (Organizational Behavior)

Certification: Pennsylvania State Teaching Certificate in Social Studies Education 7-12.

Act 48 Hours: Currently attained 63 hours towards Act 48.

Online Portfolio: <https://sites.google.com/site/gretchenssd/>

Experience: **Day to Day Substitute Teacher** **September 2014- Present**

Kiski Area School District (Vandergrift, PA)

- * Substitute taught students ranging throughout the Kiski Area School District.
- * Maintained classroom management in teacher's absence.
- * Followed teacher's daily lesson plans and class schedule.

Udemy Online Instructor

August 2013- Present

www.udemy.com (Online)

- * Created online course through Udemy as a Premium Instructor (American History from 1865 – Reconstruction).
- * Taught course to 60+ students, via online instructor platform.
- * Course consists of lectures, videos, supplementary activities/materials, primary sources, and lecture quizzes.
- * Communicated with other instructors in the Udemy faculty lounge group via Facebook.
- * Communicated with students via email, messages, and course discussion platform.

Human Resources Generalist**October 2010- Present***Leed's (New Kensington, PA)*

- * Responsible for all Temporary Staffing and placement.
- * Recruited for both Exempt and Non-exempt positions throughout all of Polyconcept.
- * Conducted new hire orientations.
- * Participated in Unemployment hearings. Supplied supporting documentation, worked with third party Unemployment agency, and attended hearings where appropriate.
- * Coordinated Company-wide fun events and activities for employees to encourage employee engagement throughout the organization.
- * Investigated employee complaints and handled employee relations issues.

Human Resources Assistant*Leed's (New Kensington, PA)*

- * Administered skill assessments to candidates on the day of interview and gave a score as a percentage.
- * Coordinated "Employee Roundtable Meeting" monthly for employees to communicate questions and concerns to Executives and Leaders.
- * Acted as the back-up for Temporary Staffing by staffing all temporary openings, coordinating with all staffing agencies, conducting temporary orientations, assisting in temporary staff employee relation issues, and acting as liaison between Leed's hiring managers and staffing agency recruiters.
- * Acted as the back-up for Payroll by assisting in all payroll issues, entering employee information, entering pay and job related changes into HRIS system, attending Payroll Law seminars, and processing pay runs.
- * Administered New Hire Orientation classes for all newly hired employees into the company.
- * Assisted new employees with the completion of all new hire documentation.
- * Called references of candidates for reference checks as part of the on-boarding background screening process.
- * Coordinated all Charitable Contributions and donations to local organizations and companies.
- * Administered Tuition Reimbursement for all employees eligible for the program.
- * Tracked perfect attendance for all employees and distributed awards and certificates to recipients throughout the entire company annually.
- * Assisted all employees and answered Human Resources related questions.

Tutoring**January 2013- February 2013***Online*

- * Tutored future teacher in AEPA (Arizona State) Teacher Entrance exam test.
- * Assisted with test preparation skills.
- * Tutored in Math for the Elementary Education General Knowledge exam.

Substitute Teaching**October 2010- June 2011***Mother of Sorrows Catholic School (Murrysville, PA)*

- * Substitute taught students ranging in grades Preschool through 8th grade.
- * Maintained classroom management in teacher's absence.
- * Followed teacher's daily lesson plans and class schedule.

Field Experience (Student Teaching)**January 2010- April 2010***AE O'Block Junior High School (8th Grade World Geography)*

- * Taught 6 Class periods for 11 weeks out of the 15 week semester. (2 Classes of Reinforced Geography) (4 Classes of Regular-Ed Geography)
- * Administered PSSA tests.
- * Collaborated with faculty and staff.
- * Created daily lesson plans.
- * Used student management software LogicHouse to update attendance daily, maintain gradebook, log communication with parents/guardians, track student discipline, and enter weekly lesson plans.
- * Adapted tests and materials to meet needs of students with IEP's.

Field Experience (Pre-Service Teaching)**May 2009- June 2009***Penns Valley Middle School (8th Grade American History)*

- * Taught 4 class periods for 5 weeks out of the 5 week accelerated semester.
- * Created daily lesson plans.
- * Assisted teacher with grading and planning.

Field Experience**January 2007- May 2007***Vandergrift Elementary and Kiski Area Intermediate School*

- * 50 total hours of experience.
- * Aiding the teachers in the classroom.
- * Assisting students in the classrooms.
- * Taught lessons in the subject area of English to Learning Support students.

Tutoring**August 2006- May 2007***Students in 7th, 9th, and 10th grade.*

- * Total of 80 hours in one on one tutoring.
- * All tutoring hours were done in the subjects of Social Studies and English.

Pennsylvania State University, New Kensington**August 2006- August 2009***Business/Finance Office*

- * Organized files
- * Worked with students that come into the office for help regarding their tuition.
- * Responsible for distributing mail to faculty and staff members.
- * Kept running record of parking permits.
- * Assisted multiple departments across the campus when needed.
- * Prepared and organized bills for the Finance department to send to University Park.

Continuing Education/Professional Development:

- * Completed "History of the World since 1300" online through Princeton University via Coursera.
- * Completed "Critical Thinking in Global Challenges" online through The University of Edinburgh via Coursera. (Certificate obtained)
- * Workplace violence webinar & HR Spotlight Training on Workplace Violence
- * Attended Buchanan Ingersol & Rooney's Labor and Employment Seminar
- * Completed "What is Geography" course online via Udemy (Certificate obtained)
- * Completed online module "Supporting Inquiry with Primary Sources" as part of the

teachers' online professional development series from The Library of Congress
(Certificate obtained)

Activities/Organizations:

- * Lady Lions Dance Team (Penn State New Kensington)
- * Penn State Heritage Association
- * Student member of Pennsylvania State Education Association
- * Student member of Keystone Teachers Association
- * Penn State Alumni Association Member
- * Participated in Disability Mentoring Day at Leed's by acting as a mentor to exceptional students visiting from various schools in the Pittsburgh area.
- * Member of Pennsylvania Council for the Social Studies

Honors/Awards Received:

- * Chancellor's Award
 - * Lillian S. Eldridge Foundation Scholarship
 - * College of Education Scholarship (Lamort Trustee Scholarship)
 - * Dean's List
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References: Available Upon Request