

Kaitlynn N. Healey

Education

Bachelor of Science in Adolescent Education and English Literature
Elmira College, Elmira, NY

Anticipated Graduation: June 2016
GPA: 3.2/4.0

Teaching Experience

ELA Teacher

Northwood Middle School

August 2016- June 2017
Taylors, SC

- Full time 8th grade teacher
- Grow with continual professional development
- Facilitate student learning and nurture development of skills

Student Teaching II

Horseheads Middle School

January 2016 – April 2016
Horseheads, NY

- Create lessons for three 8th grade Units
- Facilitate student development and aid understanding of material within, and outside the classroom

Student Teaching I

Waverly High School

April 2015 – May 2015
Waverly, NY

- Create lessons for a 9th grade Unit
- Adapt and apply NYS modules for one 9th grade unit and three 10th grade units
- Facilitate student development and aid understanding of material within, and outside the classroom

Mentor

Compeer Program

October 2012-March 2014
Elmira, NY

- Provide council and mentoring to a struggling teen weekly
- Follow up with meetings and activities with child and her psychologist
- Encourage educational games and occasional tutoring

Other Work Experience

Hostess

Cracker Barrel

January 2016- May 2016
Elmira, NY

- Ensure Customer Satisfaction
- Present foods in a safe, swift, and pleasing manner
- Organize, set up, take down, and clean all preparations for events

Banquet Server

Vintage Restaurant and Bar

June 2014 – September 2014
Easton, PA

- Ensure Customer Satisfaction
- Present foods in a safe, swift, and pleasing manner
- Organize, set up, take down, and clean all preparations for events

Cashier

Piazza Farms

June 2013 – August 2014
Phillipsburg, NJ

- Promote customer loyalty through individualized attention and anticipation of customer needs
- Organize store to ensure customer safety
- Clean and prepare foods for health safety

Student Manager

Elmira College Office of Admissions

January 2013 – December 2015
Elmira, NY

- Promote team unity amongst student workers
- Ensure positive interactions with prospective students
- Organize staff paperwork and records

Hostess and Cashier

Perkins Family Restaurant

June 2012 – April 2014
Phillipsburg, NJ

- Prioritize customer needs and ensure a positive experience
- Sell and package foods
- Clean and organize dining area and kitchen

Babysitter

Self-Employed

February 2006 – May 2016
Phillipsburg, NJ; Elmira, NY

- Ensure the safety of the children
- Provide children with entertainment
- Promote educational advancement

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Leadership Roles and Activities

Big Events Committee Hospitality Chair

September 2014 – May 2014

Chiclettes A Capella Group Secretary and Event Coordinator

October 2013 – May 2015

Orientation Leader

July 2013 – May 2014

T.E.A.C.H. Member

September 2012 – May 2016

College Ambassador

September 2012 -- May, 2016

Overnight Host

September 2012 -- May, 2016

Christian Fellowship Member

September 2012 – June 2014

Reunion 2013 Volunteer

June 2013 – July 2013

Recognitions

Founders' Scholarship Recipient

September 2012

- Maintained through 3.0 GPA

Elmira College Dean's List

December 2012, May 2013

- Earned through 3.6 GPA

Skills

- Communication
- Lesson Plan and Unit Design
- Leadership
- Time Management
- Scheduling
- Customer Service/People Skills
- Problem Solving
- Multi-tasking
- Efficiency

Technology

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Google Drive
- Google Docs
- Google Sheets
- Smart Board
- Smart Notebooks
- Promethean Board

References

- Treva Lee- Current Principal at Northwood Middle School
- Randy Hawkins- Administrative Assistant at Northwood Middle School
- Becky Pope- Fellow ELA Teacher and Mentor at Northwood Middle School