

## Brace Potthoff

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**OBJECTIVE:** To obtain a position as a secondary education English or Social Studies teacher (7-12<sup>th</sup>).

### Summary of Qualifications

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- Solid classroom management skills; ability to keep students on task
- Effective in assessing student comprehension and learning needs
- Proactive in collaborating with co-workers

### Education & Certifications

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Cairn University <b>M.S. in Education</b>	Langhorne, PA May 2014
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Community College of the Air Force <b>Associates in Communications Applications Technology</b>	Tinker AFB, OK March 2011
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Hardin-Simmons University <b>B.A. in Theology</b>	Abilene, TX May 2007
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Certifications  
**Social Studies (7-12<sup>th</sup>); English (7-12<sup>th</sup>); Special Education (7-12<sup>th</sup>)**

### Honors & Awards

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GPA: 3.96 (Grad. School)  
Perfect Attendance for 4 years (High School)

### Relevant Teaching Experience

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Source4Teachers <b>Substitute Teacher</b>	Bucks County, PA 01/2015 – Present
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- Implement classroom teacher's lesson plans left for students
- Manage the classroom to provide a safe, on-task learning environment
- Relay notes of classroom events for teacher's consideration

School Lane Charter School <b>Student Teacher</b>	Bensalem, PA 10/2014 – 12/2014
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- Created interdisciplinary lesson plans for 7<sup>th</sup> grade Social Studies
- Unit planned under International Baccalaureate guidelines
- Graded formative and summative assessments
- Led daily morning meetings (team building exercises)

*RELEVANT TEACHING EXPERIENCE (Continued)*

Charles Boehm Middle School

Yardley, PA

**Student Teacher**

09/2014 – 10/2014

- Prepared lessons for 7<sup>th</sup> grade students in Math and Social Studies
- Assigned classwork and homework for formative assessment
- Graded quizzes for summative assessment
- Collaborated with Special Education and General Education teachers

Maple Point Middle School

Langhorne, PA

**Student Teacher (Practicum)**

05/2014 – 06/2014

- Prepared lessons for middle school students in a more restrictive environment
- Employed research-based instruction followed by formative assessments

Herbert Hoover Elementary School

Langhorne, PA

**Private Tutor**

02/2013 – 05/2013

- Taught remedial reading to a third grade student in a pull-out setting.

United States Air Force

Oklahoma City, OK

**Intelligence Analyst**

10/2007 – 08/2011

- Lectured commanders concerning matters of current intelligence
- Instructed and tested aircrew concerning enemy weapons
- Executed and instructed on counter-drug operations, resulting in the confiscation of 210 metric tons of narcotics.

**Work History**

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Source4Teachers	<b>Substitute Teacher</b>	Bucks County, PA	01/2015 - Present
United States Air Force	<b>Intelligence Analyst</b>	Tinker AFB, OK	10/2007 – 08/2011
Hardin-Simmons University	<b>Resident Assistant</b>	Abilene, TX	08/2005 – 05/2007
Westbury Baptist Church	<b>Asst. Counselor</b>	Houston, TX	Summers 1999 - 2005