

Mellany B. Taylor

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OBJECTIVE

To obtain a teaching position in elementary education or special education providing effective instruction to students with intellectual disabilities and/or exceptionalities, grades N-12.

EDUCATION

Bloomsburg University of Pennsylvania

Bachelor of Science in Education

Dual Major: **Special Education (Pk-8)/Early Childhood Education (PK-4)**

Certification: Pennsylvania State Teaching Certificate

Spring 2013

Overall GPA: 3.40

STUDENT TEACHING

Berwick School District, Berwick, PA

January - March 2013

Fourth Grade Classroom

Assumed responsibilities of the classroom teacher and demonstrated sensitivity to students' needs

Taught Math and Science curriculum, incorporated technology including use of interactive whiteboard

Developed and implemented a six lesson unit, "Biomes" to introduce students to the worlds various biomes and the animals that live in them

Applied differentiated instruction and best practices through planning and implementing lessons

Volunteered at 'Pirate Night' where students and their families played games and completed crafts

Bloomsburg Memorial Elementary School, Bloomsburg, PA

March - May 2013

Third and Fourth Grade Learning Support Classroom

Co-taught fourth grade math lessons and System of School Assessment review sessions

Monitored and assisted learning support students with reading intervention and spelling skills

Attended multiple System of School Assessment proctoring trainings

Developed and implemented a five lesson unit, "Hooked on a Feeling" addressing bullying, self expression, and students coping with various stressors

OBSERVATIONS

Danville Child Development Center, Danville, PA

Spring 2010

Observed children ages 2-5 years old and interacted with children in free play activities

Gwynedd Square Elementary School, North Wales, PA

Spring 2011

Observed children in grades 4 and 5

Assisted children on various tasks and activities in both Learning Support and Regular Education classrooms

Oaklyn Elementary School, Sunbury, PA

Spring 2012

Observed children in a Kindergarten classroom and Behavioral Support classroom

RELATED EXPERIENCE

North Penn School District, Lansdale, PA

Spring 2009

Special Olympics

Facilitator

Demonstrated leadership and organizational skills to encourage teamwork and promote a nurturing and safe environment for all children

Life Skills Support Classroom

2009

Assistant

Volunteered and assisted students with life skills and daily activities

Marlyn Abramson's School of Dance, Lansdale, PA

2007/2009

Student Teacher

Supervised students, demonstrated leadership and organizational skills, and assisted in classroom management

Pleasantville United Church of Christ, Chalfont, PA

2006/2008/2014

Vacation Bible School Teacher/Coordinator/Junior Choir: Assistant Director

Demonstrated classroom management and organizational skills

Taught bible lessons for the week

Participated in creating science experiments and art activities that corresponded with bible lessons

Helped team organize and coordinate various details, lessons, and activities

EMPLOYMENT

Central Bucks Schools District, Doylestown, PA

Spring 2015 - Present

Special Education Assistant

Assisted in emotional support classroom with instructional activities, daily routines, and behaviors

Established rapport and maintained cooperative relationships with parents, staff, and other district employees

Organized and kept daily observational data on individual students, as well as kept behavior data up to date

Demonstrated flexibility, classroom management, and behavior management skills

Per Diem Substitute

Created and utilized various behavior management plans as needed

Demonstrated classroom management and organizational skills

Demonstrated flexibility daily and accomplished lessons as directed

Crooked Billet Elementary School, Hatboro, PA

Fall 2013 – Spring 2015

Title I Reading Assistant

Pulled students in grades 1-5 out of classroom for additional reading support

Created and taught lessons based on FUNdations curriculum for grades 1-2; Harcourt for grades 3-5

Created and utilized various behavior management plans as needed

Demonstrated classroom management and organizational skills

Worked closely with literacy specialists and classroom teachers to provide effective supports for students

Administered various reading assessments as needed, i.e. DIBELS

Organized and kept up to date academic data on 50+ students

Participated in professional development opportunities

Bloomsburg University Residence Life, Bloomsburg, PA

Summer 2012/Winter 2013

Student Receptionist

Answered phone calls and navigated students and parents of the University to various offices

Demonstrated organizational skills to answer frequently asked questions to parents and students

Participated in familiarizing myself with various office procedures and duties; copying, faxing, transferring, and miscellaneous computer skills and programs

Bloomsburg University Residence Life, Bloomsburg, PA

Fall 2010/Summer 2012

Community Assistant, CORE

Managed a staff of diverse community assistants and worked closely with supervisors on scheduling and event planning

Managed a co-ed residence floor of 60+ diverse undergraduate students

Promoted conflict mediation and facilitated effective communication between residents utilizing Roommate Agreements

Served on-call and responded to building wide crisis situations, medical, behavioral student issues

Assisted with maintaining the safety of the residence hall by enforcing university code of conduct

Created and implemented building wide educational, cultural, service, and social activities and award-winning programs

Supported student success in areas of academic, social, and personal awareness issues
Preformed administrative office duties such as room reservations and mail distribution
Addressed daily building operations such as fire drills, rounds, lockouts, room checks and maintenance work orders

Village Tavern, North Wales, PA

Summer 2005-2011

Busser, Server, Hostess

Worked cooperatively with staff to ensure a safe, clean, friendly environment
Focused on superior customer service and communication and interaction with various people
Organized and recorded information for special events as hostess

Salvation Army Day Camp, Norristown, PA

Summer 2008

Camp Counselor

Collaborated with fellow counselors in providing activities and managing discipline for children ages 6-14
Demonstrated leadership and organizational skills to help maintain safe environment for children

Headstart Sports, Inc., Lansdale, PA

Summer 2009/2013

Kid's Sports Instructor

Displayed instruction on rules and teamwork on various sports for children ages 2-4
Displayed enthusiasm for sports and kept children engaged while developing a love for sports

HONORS & ACTIVITIES

Education Living & Learning Community (LLC)

Fall 2009/Spring 2010

Participated on the planning committee for the booth for Kid's Fun Carnival

Pennsylvania State Education Association (PSEA)

Fall 2009/Spring 2010

Walk for Breast Cancer Awareness, tutor hours through SHARE

Community Service

Doylestown Women's Shelter, Heifer Project International, Meals on Wheels, and Old First Church Mission

DASL (Developing Aspiring Student Leaders)/Campus Leadership

Spring 2011/Spring 2012

Member, 41 service hours

Projects: Breast Cancer Awareness walks, Relay for Life, Egghunt for Endometriosis, Empty Bowls, Springfest

REFERENCES

Available upon request