

Kaitlin Celine Dolan

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EDUCATION:

Lehigh University, Bethlehem, PA

M. Ed.: Elementary Education with Pre K- 4th grade Pennsylvania Certification

Graduation Date: May 2015

Cumulative GPA: 3.93 (4.0 Index)

The University of Scranton, Scranton, PA

B.A. Communications, 2012 Magna Cum Laude;

Academic Concentrations: Advertising & Public Relations

Minor: Business Management

Cumulative GPA 3.65 (4.0 Index)

Fashion Institute of Technology, New York, NY

Successfully completed Introduction to the Fashion Industry, Fashion Marketing, and Fashion Events Planning courses through an affiliation agreement between the University of Scranton and the Fashion Institute of Technology (May-July 2011)

RELEVANT COURSEWORK:

- **SPED 332:** Education and Inclusion for Individuals with Special Needs
- **SPED 409:** Classroom Management
- **SPED 411:** Early Childhood Education
- **TLT 422:** Language Arts for Pre K- 4th grade
- **TLT 428:** Math for Pre K 4th grade
- **SPED 465** Advanced Inclusionary Practices in K-12
- **SPED/TLT 404:** Diversity
- **SPED/TLT 405:** Principles and Application of K-12 Assessment
- **TLT 407:** Instructional Design for K-12 Classrooms
- **TLT 420:** Reading and Literature for Pre K- 4th grade
- **TLT 426:** Science for Pre K -4th grade
- **TLT 424:** Social Studies for Pre K- 4th grade

HONORS & AWARDS:

- ❖ **University of Scranton Dean's List (2008-2012)**
- ❖ **Member of the Alpha Lambda Delta Honor Society**
- ❖ **Member of Omega Beta Sigma Honor Society**
- ❖ **Member of Lambda Pi Eta Honor Society**
- ❖ **Member of Alpha Delta Sigma Honor Society**
- ❖ **Member of Who's Who Among Students in American Colleges & Universities**

WORK HISTORY:

Saucon Valley School District, Hellertown, PA

Substitute Teacher 5/2015-present

- ◆ Taught all subject areas in elementary, middle and high schools

Spring Garden Elementary School, Bethlehem, PA
Completed fourteen weeks of 2nd student teaching in 2nd Grade classroom, 1/15/15-4/24/15

- ◆ Developed and taught lessons for twenty-one 2nd grade students with various learning needs.
- ◆ Assisted teacher & teacher assistant with any duties and responsibilities

Saucon Valley Summer Learning Academy, Saucon Valley School District, 7/1/15-8/1/15

- ◆ Developed and taught math, phonics and reading lessons for kindergarten students transitioning into first grade
- ◆ Assisted teacher with any duties and responsibilities

Spring Garden Elementary School, Bethlehem, PA
Completed over 60 hours in 4th & 5th Grade Life Skills Class, 3/21/14-5/2014

- ◆ Developed and implemented unit plans for math, science, reading, and language arts
- ◆ Assisted teacher & teacher assistant with any duties and responsibilities

Sno Mountain, Scranton, PA
Executive Assistant to the General Manager, 12/2011- 4/2013

- ◆ Liaison to Chapter 11 Bankruptcy Trustee
- ◆ Responsible for maintaining all accounting records including billing, payment requests, Accounts Payable, Accounts Receivable, Vault Counts, Banking
- ◆ Compiled and analyzed financial information to prepare entries to book of accounts, such as general ledger accounts, documenting business transactions
- ◆ Created standard journal entries
- ◆ Analyzed daily banking transactions and journal entries
- ◆ Payroll & Bank Account reconciliation
- ◆ Prepared weekly & monthly sales reports into excel spread sheet for analysis by GM, and Bankruptcy Trustee & Accountants
- ◆ Verified and reconciled contracts, orders, and vouchers, and prepared reports to substantiate individual transactions prior to settlement
- ◆ All other duties as assigned by the General Manager

Sno Mountain, Scranton, PA
Advertising & Public Relations Associate, 08/2011-4/2013

- ◆ Created 2012 & 2013 Comprehensive Summer Marketing Plans
- ◆ Creation, promotion and maintenance of social media accounts including Facebook, Twitter, and YouTube
- ◆ Created Winter 2011-2012 Promotional Items
- ◆ Created 2011 Sno Cove Brochure
- ◆ Daily Website & Blog Updates
- ◆ Events Planning
- ◆ Accounts Management

The Greater Scranton Chamber of Commerce, 9/2011-12/2011
Public Relations Intern

- ◆ Created & disseminated press releases to local media
- ◆ Assisted with promotional events
- ◆ Event Production Assistant

Independent Grant Writer, 5/2011-5/2012

- ◆ Successfully obtained a \$2000 Grant for the United Neighborhood Center Bellevue

Center in Scranton for the building of a playground

Fashion Blogger, 11/2011- 5/2012

- ◆ Personal Blog where I discussed the latest fashion trends and celebrity news
- ◆ <http://kcdfashionista.wordpress.com/>

TCBY, Moosic, PA

Independent Marketing Consultant & Office Manager

8/2010-1/2014

- ◆ Successfully implemented new promotional weekly specials to increase customer satisfaction and sales
- ◆ Created a children's frozen yogurt menu

Independent Advertising & Public Relations Consultant

9/2009- Present

- ◆ Created comprehensive advertising, public relations and media campaigns for The Grainless Baker, Scranton Tomorrow, KRU Training, The Philadelphia Geographical Society, CDD Kids, JCPenney and Sno Mountain

MEMBERSHIPS:

- **Board President & Member of the American Advertising Federation Club, Scranton Chapter**
- **Member of the American Advertising Federation Student Chapter**
- **Alpha Lambda Delta Honor Society**
- **Omega Beta Sigma Honor Society**
- **University of Scranton Pre – Law Society**
- **SIFE (Students in Free Enterprise)**