

Jeffrey McKay
1781 Huntingdon Place
Lansdale, PA 19446
(215) 872-9221
jeffmck72@gmail.com

Objective As a certified teacher in both the Elementary and Middle School grade levels, I am seeking a career position in a school district that will allow me to utilize the skills and education that I have earned through both schooling and substitute teaching. As a new teacher, I would prefer a position where ongoing education and mentoring for teachers is paramount in creating a strong educational, social, and safe environment for students and teachers alike.

Education **Eastern University, St. Davids, PA**
Bachelor of Science in Education, Graduated May 2012

- Major: Early Childhood Education
- Certification: Elementary Education K-6 (December 2012)
Mid-Level English 7-9 ((August 2013)
- Cumulative/Major GPA: 3.95/4.0

Delaware County Community College, Media, PA
Associates in Natural Science, Graduated May 2000

- Major: Biology

*Teaching
Experience*
**Student
Teaching
Fall 2012**

Philadelphia School District: James Dobson Elementary School Grade

Through my student teaching experience, I created and implemented lesson plans for the State of Pennsylvania Common Core Curriculum. I developed a grade appropriate science unit and constructed labs solidly based on that unit. Likewise, I facilitated language arts and writing workshops through constructivist techniques and inquiry-based instruction. I was also able to utilize writing prompts and engaging topics to further the writing process. With the input and cooperation of my managing teacher, I was able to differentiate instruction based on students' interest levels and learning development. In addition, cross-curricular activities were expanded upon to further reinforce the learning environment. Positive classroom management techniques were incorporated through modeling of appropriate behavior and manners. Under the supervision of my managing teacher and university supervisor, technology-based instruction was designed through the use of Promethean Boards, Office platforms, and the internet.

Field Experience

Winter 2011	Marshall Street Elementary School, Norristown, PA	Pre-K
Winter 2011	Plymouth Elementary School, Plymouth Meeting, PA	Grade 2
Winter 2011	Lehigh County Vocational Technical School	Special Education

This was part of my instruction where observations adding up to thirty hours were necessary for the completion of the course.

Work Experience

Substitute Teacher	Central Bucks School District (March, 2013-June 2013) North Penn School District (March 2013-Present) Lower Merion School District (October 2013-Present) Colonial School District (December 2013-Present)
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In the above school districts, I serve as a substitute in both the Elementary and Middle Schools. Although I am not always working in my area of certification, I am able to successfully maneuver through and implement the permanent teacher's lesson plans and curriculum. I am also able to implement my own creative teaching methods to generate an active learning environment. Beyond that, I also maintain classroom rules and continue to support clear expectations of student behavior for effective classroom management.

Warehouse Coordinator **MKTG/Diageo North America, Malvern, PA**

**January, 2011-
July 2011** In my position as Warehouse Coordinator, I coordinated all points of sale products for marketing events and displays. Further, I implemented an inventory system to organize products and samples. Through this system, I was able to access inventory software and communications software as well as email and telephone operations. In addition, I operated and maintained both forklift and cargo van for everyday operation of deliveries and purchases. I also substituted for the office manager when necessary.

Customer Service Representative **Action Duplication, Inc., West Conshohocken, PA**

2003-2010 As a customer service representative, I implemented customer work orders for the design, production, manufacturing, and delivery of completed products. In addition, I worked to ensure complete customer satisfaction with every order placed and followed up with clients throughout the entire process. I also developed and provided quotes on complex projects to gain new clientele

as well as supporting in-house clients through maintained a well established rapport with customers as well as troubleshooting client concerns as needed. Technologically, I utilized telephone, email and data entry systems on a daily basis. I was also charged with acting as a liaison between clients and sales people when necessary.

**Biology Lab
Manager
2000**

Delaware County Community College, Media, PA

I was chosen to fill in for the full time lab manager while on leave. My duties Included the purchasing of lab equipment and supplies while maintaining a budget. In addition, I was tasked with set up of the science labs and overseeing the duties of the lab assistants in my employ.

Academic Achievements

- Graduated Summa Cum Laude (3.95 GPA)
- Member of the Phi Beta Kappa Educational Honor Society

References

Edie Hartos-Kirchner
Associate Faculty
Eastern University
610-337-2661
chartosk@eastern.edu

Kristin Brewer, M.Ed.
Adjunct Professor Eastern University
610-213-2174
kbrewer2@eastern.edu

Jeffrey Doll
Special Education Teacher
Lehigh County Vocational Technical School
Schnecksville, PA
610-751-9468
jeffreyadoll@verizon.net