**Heidi Ann Zakrzewski**

**1804 Fox Chase Road-Philadelphia, PA 19152**

**Cell: (267) 230-9864 Home: (215) 728-7787**

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***Experienced Elementary School Educator with Strong Business Skills***

**CAREER SUMMARY**

Over 5 years of experience as an inner city grade school teacher, who managed, educated, and trained diversified population groups. Attained PA State Instructional II Teaching Certification in Elementary Education, K-6. Over 2 years of experience in coordinating and carrying out Grant Programs at a University.

**WORK EXPERIENCE**

***Elementary School Teacher***

* Established and enforced rules for behavior and procedures for maintaining order among students
* Observed and evaluated students’ performance, behavior, social development and physical health
* Prepared classrooms and materials for class activities
* Utilized alternative teaching methods and instructional materials in an effort to meet students’ varying needs and interests
* Established clear objectives for all lessons and communicate those objectives to students
* Prepared, administered, and graded tests and assignments to evaluate students’ progress
* Met with parents and guardians to discuss their children’s overall progress and to determine priorities for their children and their resource needs
* Maintained accurate and complete student records as required by laws, district policies, and administrative regulations
* Enforced administration policies and rules governing students
* Conferred with other staff members to plan and schedule lessons promoting learning, following approved curricula
* Used computers, audio-visual aides, and other equipment and materials to supplement presentations
* Attended professional development meetings, educational conferences, and teacher training workshops to maintain and improve professional competence

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***Educational Grant Coordinator***

* Planned, organized, and hosted informative college visits for inner city middle and high school students
* Mentored youths of diversified backgrounds, including ESL ( English as a Second Language) students
* Assisted College Professors in educating and meeting the needs of the students in our Grant Programs

**EDUCATION**

Holy Family University, Philadelphia, PA: Masters of Elementary Education

Cumulative GPA: 4.00/4.00: Summa Cum Laude: Graduation: February 2005

Seton Hill University, Greensburg, PA: Bachelor of Arts in Management/Marketing

Cumulative GPA: 3.76/4.00: Magna Cum Laude: Graduation: May 2002

**EMPLOYMENT HISTORY**

Source 4 Teachers- Bucks County, PA 2014-present

Substitute Teacher

Council Rock School District-Newtown, PA 2013-present

Substitute Teacher

Central Bucks School District-Doylestown, PA 2013-present

Substitute Teacher

The School District of Philadelphia-Philadelphia, PA 2007-2012

Grade Teacher

The Archdiocese of Philadelphia-Philadelphia, PA 2005-2007

Substitute Teacher

Philadelphia Educational Grant Coordinator: Holy Family University 2002-2005

-Philadelphia, PA

The School District of Philadelphia-Philadelphia, PA 2004

Student Teacher and Literacy Tutor