**Mark Sulek**

912 N 2nd Street #C

Philadelphia, PA 19123

(484) 784-7316

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**Professional Summary**

Education professional with 7 years of experience in a classroom teacher and curriculum planning role implementing curriculum and developing new and innovative lessons through project learning, data-based planning, technology, and positive reinforcement behavioral strategies

Motivated and conscientious individual possessing excellent project management and organizational skills

Comprehensive experience working in a team or independent environment with the ability to manage and execute multiple assignments meeting and exceeding stringent deadlines

**Education** **Saint Joseph’s University,** Philadelphia PA August 2002 – May 2006

Bachelor of Science in Elementary Education

**Student Teaching,** Upper Darby, PAJanuary – April 2006

Walter M. Senkow Elementary: Upper Darby District

**Reading Assist Institute,** Wilmington, DE July – August 2006

Orton-Gillingham Multi-sensory Phonics Program

**Experience** **Reliance Standard Insurance,** Philadelphia, PA June 2014 – Present

**Claims Examiner I**

* Handle Long Term Disability claims, including some low-exposure litigation files, proactively to achieve optimum payout results by resolving claims fairly, expeditiously and economically
* Assess coverage issues on claims and issue appropriate coverage letters/documentation
* Complete timely investigation of claims and post appropriate reserves
* Handle claims in accordance with RLI's Best Practices
* Proactively manage independent adjusters and outside counsel on litigated claims
* Prepare concise, accurate and timely reports on certain claims

**Imani Education Circle Charter School,** Philadelphia, PA August 2011 – October 2013

**Fifth Grade Classroom Teacher**

* + Developed project-based lessons using cross-curricular materials
  + Analyzed and implemented data research from online tools and test scores
  + Established positive reinforcement behavioral strategies in alignment with school wide initiatives
  + Maintained an effective and useful communication pipeline with parents/guardians
  + Lead the “Receipts Count” fundraising program for local businesses
  + New math curriculum evaluation and presentation team

**Chester Community Charter School,** Chester, PAFebruary 2009 – June 2011

**Third Grade Enrichment Classroom Teacher**

* + Develop and implement an enrichment curriculum in all subjects
  + Develop an interactive curriculum with use of SMARTBOARD
  + 100% of students complete PSSA Testing proficient or advanced

**WIM Academy,** Jeong Ja dong, Bundang, South Korea August 2006 – June 2008

**English Teacher**

* Work with an American language arts curriculum ; 30 students; assessing, analyzing and recording student data and progress
* Design marketing campaign with team using web, events, and B2B strategies

**(Other)**

**Employee Benefits Consultant,** Philadelphia, PA May 2010 – October 2013

**Marketing Associate**

* + Database maintenance
  + Market research for business development
  + Marketing campaign management – events, mailings, sponsorships
  + Enhanced database for Philadelphia market with 250 additional prospective clients based on provided demographic guidelines
  + Effectively communicated upcoming campaigns through Internet marketing
  + Coordinated production of invitations and promotional materials for programs and events
  + Negotiated with vendors for competitive prices
  + Managed promotional mailings and e-mail blasts using Constant Contact

**Skills** Proficient in Korean, advanced in Microsoft Office Suite, proficient with SMARTBOARD and online curriculum development, Salesforce, Constant Contact, Excellent oral and written communication skills

**Interests** **World Travel**

**Eastern Asia** August 2006 – June 2008

**Europe** April 2001

**Rugby** Media Men’s Rugby Club

**President of 912 N. 2nd Street Condo Association**

**Awards** Scholarship to attend Saint Joseph’s University

Saint Joseph’s Rugby Senior Award & Co-captain

**Certification** **Pennsylvania Certificate** in Elementary Education K-6

**Pennsylvania Praxis Test:** Above Average in Math & Verbal/Writing