***Elaine M. Carney***

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Greensburg, PA 15601

724-600-9116

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*Objective*To obtain a job as a Secondary English teacher where I can positively influence the students and school.

*Education* **Juniata College, Huntingdon, Pennsylvania** *Graduation: May 2011*

**Bachelor of Arts in Secondary English Education**

* GPA of 3.781 out of 4.0
* Collegiate Activities: Magna Cum Laude; Distinction in English; Sigma Tau

Delta President; Pi Lambda Theta member; Juniata Instructors of the Futuremember;

Dean’s ListRecipient; William L. Hofelt, Jr. Freshman Writing Award Recipient

*Certifications* **Pennsylvania Instructional I Certifications**

*English 7th-12th**June 2011*

*Mid-Level Mathematics 7th- 9th* *August 2012*

*Professional* **Short- Term Substitute English Teacher** *August 2013- October 2013Experience* ***Greensburg Salem High School, Greensburg, PA***

* Taught English 9 and Applied Communications on a block schedule
* Maintained and managed classroom, planning, grading, and attendance
* Incorporated independent and collaborative activities and a variety of assessments
* Attended and participated in mandatory faculty meetings

**Long- Term Substitute English Teacher** *January 2013- June 2013*

***Greensburg Salem High School, Greensburg, PA***

* Taught English 11, Inclusion English 11, and Inclusion English 12 on a block schedule
* Maintained and managed classroom, planning, grading, and attendance
* Incorporated independent and collaborative activities
* Included a variety of assessments
* Adapted activities and assessments for students with special needs
* Proctored Keystone Literature Exams
* Attended and participated in mandatory department and faculty meetings

***Track and Field Volunteer Assistant Coach*** *March 2013-May 2013*

***Greensburg Salem Middle School, Greensburg, PA***

* Collaborated with other coaches
* Designed warm-up, work-out, and cool-down routines for athletes
* Attended and coached all practices and meets
* Created spreadsheets of athletes’ times, jumps, and throws
* Assisted in fundraiser planning, distribution, and collection

**Sylvan Learning Center Instructor** *February 2012- November 2012*

***Greensburg, Pennsylvania***

* Certified in Sylvan’s Beginning Reading, Academic Reading, Academic Writing, Advanced Writing, SAT Verbal Prep., ACT Verbal Prep., and Study Skills Programs
* Lead Teacher at Sylvan’s mobile site
* Taught students grades k-12 one-on-one and in small groups
* Instructed using iPads and paper-based methods
* Monitored student progress

**Short- Term Substitute English Teacher** *April 2012- May 2012*

***Greensburg Salem High School, Greensburg, PA***

* Taught English 12 and Honors/ AP English 12 on a block schedule
* Maintained and managed classroom, planning, grading, and attendance
* Incorporated independent and collaborative activities
* Included a variety of assessments
* Proctored review session and testing for the PSSA Writing Assessment
* Attended and participated in mandatory faculty meetings