**Lauren Shuleski**

300 Skytop Drive, Duryea PA 18642

570-309-5010

shuleskil2@gmail.com

***Education***

**UNIVERSITY OF SCRANTON, Scranton, PA**

*Master of Science: Secondary Education-English, May 2013*

*GPA – 3.92 (maintained superior academic achievement)*

*Bachelor of Arts: English Major, Writing Minor, May 2011*

*GPA- 3.05*

***Employment***

***HESS International Language School (Taipei, Taiwan)***

***Hours Worked Per Week: 30***

***Supervisor: Pat Medeiros (email – pat.medeiros@gmail.com)***

*Native Speaking Teacher, September 2013-September 2014*

* Provided immersive English reading, writing, and speaking to Taiwanese, aged 3-18, using non-traditional and traditional educational programs.
* Created reading and writing activities that helped progress students’ English proficiency and comprehension.
* Developed projects, programs, role-plays, performances, and other activities in order to help students reach their academic goals.
* Administered and interpreted appropriate formative and standardized tests and assessments in order to evaluate academic progress.
* Successfully adapted to foreign teaching strategies, principles, and techniques.

***Valley View, Archbald, PA***

***Hours Worked Per Week: 40***

***Supervisor: Gary Miluszusky (email – gmiluszusky@valleyviewsd.org)***

*Student Teaching, February-May 2013*

* Developed lessons that utilized balanced literacy as an approach to subject material.
* Developed and analyzed reports that assessed each student’s strengths and weaknesses in order to provide a meaningful education.
* Employed different teaching strategies in order to reach students of all learning styles.
* Carefully selected evaluations that measured individual and group understanding, aptitude, and proficiency.
* Interacted and communicated effectively with students, parents, and other faculty to ensure optimal performance and achievement of students.
* Worked in a group to form IEPs for students.

***Best Buy (Dickson City, PA)***

***Hours Worked Per Week: 40***

***Supervisor – William Esgro (Phone – 570-346-8977 or email – william.esgro@gmail.com)***

*Geek Squad, CIA, June 2011-August 2013*

* Provided excellent customer service to every client, and presented information to clients concerning services or resolution of issues.
* Trained incoming employees on systems, processes, policies and procedures.
* Managed and performed administration duties such as scheduling, ordering supplies for the department, and resolving escalated issues.
* Repaired computers and instructed clients on the use of computer software and hardware.
* Acted as a liaison between the sales team and clients, explaining services and technology.

***University of Scranton’s Technology Support Center***

***Hours Worked Per Week: 20***

***Supervisor: Donald McCall (Phone – 570-941-4357 or email – donald.mccall@scranton.edu)***

*Work Study Student, April 2009-January 2012*

* Instructed students, faculty, and staff on the use of hardware, software, and network support both over the phone and in-person.

***Accomplishments and Extracurriculars***

**Esprit Magazine (Editing Staff, Contributor, and Production Team)**

*Spring Semester 2009-Fall Semester 2012*

* Analyzed pieces of literature and art, discussing merits and detriments.
* Contributed original works of poetry and prose to be evaluated by my peers, four of which were accepted into the magazine.
* Designed and planned layout of the magazine and designed slogans for posters advertising events for our magazine.