# Objective

To utilize my skills, experience and education in a position as a math, science or business instructor/internship coordinator.

# Certifications in Pennsylvania

Middle School Math (7-9)

Middle School Science (7-9)

Business/Technology (K-12)

# Experience

**William C. Bryant Promise Academy, Philadelphia, PA September 2013 to Present**

* Instructor for 7thand 8th grades math and science
* Analyze assessment data to group students for guided studies and preparing differentiating instructions
* Assist academy leader with students’ discipline issues
* Prepare weekly lesson plans

## Khepera Charter School, Philadelphia, PA August 2011 to September 2013

* Instructor for 7th grade math and science
* Analyze assessment data to group students for guided studies and preparing differentiating instructions
* Organize students for various assemblies and school performances
* Work with students to prepare for private school testing and admissions
* Mentor students in researching high schools and fulfilling these schools’ requirements
* Prepare weekly lesson plans
* Tutor students in after school program
* Point teacher for floor to distribute administrative information to other instructors
* Facilitate students in after school knitting club

## People for People Charter School, Philadelphia, PA November 2010 to May 2012

* Entrepreneurship teacher for kindergarten through 8th grades
* Instructed students in personal and business money management
* Lead students in the process of resume writing and interviewing skills
* Prepared weekly lesson plans which also included adjustments for differential instructions
* Wrote student reference letters
* Substituted for other teachers as needed
* Monitored students during lunch and outdoors activities
* Facilitated students in after school knitting club

## Independence Charter School, Philadelphia, PA September 2009 to June 2010

* Middle school math assistant teacher
* Graded and recorded students assessments
* Worked with students in small groups and individually

**Various positions as a Benefits Administrator and operating a business 1989 through 2009**

# Education

## Cabrini College September 2011 to May 2013

Master of Education

## Delaware Valley College October 2009 to May 2010

Teacher certification program

## Spring Garden College September 1987 to May 1989

B.S. Industrial Management Technology

## Drexel University September 1980 to December 1981

Commerce and Engineering

# Skills

* I have supervised a staff of 10 employees
* Organizing various community and church activities
* Volunteering on campaigns
* Reconciliation of monthly invoices
* Expert seamstress and other handcraft