6176 Craig Avenue • Bensalem, PA 19020 • (267) 566-8346• cottrellac@gmail.com

**Education**

**Chestnut Hill College** (Philadelphia, PA) Graduation 08/2015

*Special Education (7-12)*

* Certified and highly qualified to teach Special Education (7-12) and English Language Arts (7-12)
* Instructional I certification issued August 2015

**Holy Family University** (Philadelphia, PA) Graduation 01/2007

*Pre-Art Therapy*

**Hollins University** (Roanoke, VA) Attended 2002-2003

*French & International Studies*

**Relevant Experience**

**Merit Preparatory Charter School** (Newark, NJ) August 2015 - Present

* Responsible for maintaining Special Education records & implement programming for approximately 45 students
* Providing supplement learning support and collaboration with teachers to modify lessons and assignments
* Responsible for communication to parents and family members regarding student’s progress and needs

**Aspira Bilingual Cyber Charter School** (Philadelphia, PA) November 2014 – August 2015

* Responsible for maintaining Special Education records for approximately fifty students across grades 7-12
* Provided supplement learning support and collaborated with teachers to modify lessons and assignments
* Responsible for communication to parents and family members regarding student’s progress and needs

**Simon Gratz Mastery Charter High School** (Philadelphia, PA) August 2013 – November 2014

* Taught two reading intervention programs (*Language!* and *SIPPS*) and *Guided Reading* to 9th and 10th students
* Responsible for communication to parents and family members regarding student’s progress and needs
* Developed Individual Education Plans (IEPs) for approximately 30 students receiving Special Education services

**CitiKitty Inc./HoodiePillow Inc.** (Fairless Hills, PA) January 2012 – June 2013

* Processed and shipped all sales orders – wholesale distribution & individual customers
* Maintained necessary inventory for all product lines (4) and shipping & office supplies

**Vetstreet** (Yardley, PA) January 2010 - December 2011

* Provided training to incoming Customer Support and Sales Representatives and new customers
* Maintained detailed customer records and provided feedback on effectiveness of products and company policies

**Additional Experience**

**Philadelphia Teaching Fellows Program** (Philadelphia, PA) Summer 2013

* Admitted to a highly selective cohort of recent college graduates and career changers committed to raising student achievement in Philadelphia’s highest need schools
* Participation in six-week Pre-Service Training, including a five week student teaching experience
* Received training and coaching on instructional design, content delivery, planning, and classroom management

**Newtown Veterinary Hospital** (Newtown, PA) September 2007 - December 2009

* Provided care instructions & other medical treatment training to customers and attended professional development trainings
* Maintained highly detailed patient medical records and assisted in diagnosis by providing pertinent patient information to the veterinarian

**Volunteer Experience**

**Bucks County Disc Golf Alliance** (Bucks County, PA) 2006-Present

* Promote & educate individuals interested in playing disc golf through events such as women’s only disc golf clinic
* Served as club secretary 2011-2013