**Marie Hayes**

11804 Palomino Court

North Huntingdon, PA 15642

412-848-2274

mariedhayes@yahoo.com

**PROFESSIONAL SUMMARY**

An organized, performance-driven professional with over 6 years of direct client service and program development and management. A positive, energetic, results-oriented worker with excellent communication and collaborative skills. A dedicated, lifelong learner with strong analytical skills who fosters and promotes best practices in all aspects of education and human services work.

**EDUCATION**

Robert Morris University 08/2016-05/2017

Certificate, Autism Endorsement

Carlow University– Pittsburgh, PA 08/2004 – 05/2007

Masters of Science, Elementary Education

Pennsylvania Elementary Education Teaching Certificate

Edinboro University of Pennsylvania –Edinboro, PA 08/1996 – 12/2000

Bachelor of Arts, Speech Communication/Broadcasting

**WORK EXPERIENCE**

**Goodwill of Southwestern Pennsylvania – Pittsburgh, PA 07/2010 – Present**

*HSE Instructor (High School Equivalency)*

* Instructing using a variety of delivery methods including lecture, question and answer, small groups, collaborative instruction, and self-directed learning while motivating students through classroom contextualized instruction to learn basic life, academic and employability skills.
* Gearing instruction towards preferred learning styles of students, enforcing classroom, program rules and policies while maintaining a safe environment.
* Maintaining continuous and consistent communication with students and staff about outcomes and goals.

*PASSAGES Job Readiness Instructor*

* Assisted individuals on the Autism Spectrum obtain and maintain competitive community employment.
* Managed a caseload of individuals seeking community-based work experiences based on their skills, interests, and abilities.
* Submitted monthly and quarterly reports on participant performance inter-departmentally and to program funders.
* Instructed program participants on job-readiness skills, such as resume writing and interview preparation
* Coached individuals during internal and community-based work experiences.
* Served as a liaison between the participant and employer to ensure that company and employer standards are consistently met.
* Facilitated group discussion regarding appropriate workplace behavior, diversity and interpersonal skills.
* Utilized computer and internet resources to augment classroom job-readiness curriculum.

*Green Career Awareness Program Facilitator*

* Worked alongside stakeholders and funders during the final phase of program development
* Promoted and recruited participants for the Green Career Awareness and the 21st Century Skills Programs.
* Acted as the liaison between students and Goodwill staff as well as community employers.
* Assisted with various programs provided by the Goodwill Education Department.

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**Wilkinsburg School District – Wilkinsburg, PA 10/2006 – 06/2010**

*Associate Teacher and EAP Tutor – Turner Elementary*

* Facilitated the continuation of academic progress in the event a teacher is absent from duty.
* Provided one-on-one support to students with varying degrees of abilities.
* Engaged in professional growth activities through an ongoing program of job-related knowledge and skill development.
* Tutored and introduced concepts to students in math and reading.
* Worked collaboratively to achieve the overall purposes of the school program.
* Submitted daily lesson plans, attendance reports and maintained accurate EAP documents.

*Long Term Substitute – First Grade / EAP Tutor* – *Kelly Elementary*

* Planned for and guided the learning process to help students achieve program objectives.
* Maintained a classroom atmosphere conducive to learning and fostering relationships among peers.
* Implemented useful diagnostic and progress assessment measures according to best practices.
* Selected and used effective instructional methods and materials suitable for all learning levels.
* Established a cooperative relationship with all assigned students.
* Maintained open lines of communication with parents/guardians as well as other staff members.
* Tutored and introduced concepts to Kindergarten students in math and First grade students in reading.

*Pre-K Counts Consultant*

* Modeled teaching strategies and techniques for Pre-Kindergarten faculty and daycare providers.
* Worked as intervention liaison between teachers, students and parents.
* Provided daily communication with administrators, teachers and providers to ensure the guidelines of the grant were being adhered to and understood.
* Assisted teaching staff with students who had unique academic, social or behavioral issues.
* Served as a substitute teacher in the event of teacher absence.

**TRAININGS & CERTIFICATIONS**

CPR and First Aid Certification 10/2016 – Present

Global Career Development Facilitator 02/2012 - Present

**ACTIVITIES AND AFFLIATIONS**

Member of Kappa Delta Pi- International Honor Society April 2017-Present

Goodwill of Southwestern Pennsylvania 07/2010 -Present

* Diversity Team
* Capital Campaign Committee
* Holiday Singers