**Ashley Malec**

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**Objective**

To obtain a teaching position as a high school or middle school Social Studies Teacher or Special Education Teacher, where I will be able to directly contribute to the growth and advancement of knowledge within my students.

**Education**

Master of Education, Educational Leadership

May 2016

California University of Pennsylvania, California, PA

GPA: 4.0

Bachelor of Science, Secondary Education/Social Studies

December 2013

California University of Pennsylvania, California, PA

GPA: 3.44

**State Certification: 7-12 Social Studies**

**7-12 Special Education**

**Summary of Skills**

* Able to create and implement Social Studies lessons to students in 7-12 grade
* Effective communicator
* Proficient in organization and planning
* Fosters great relationships with students and parents
* Proficient in Microsoft Office, and PowerSchool
* Certified to administer the PSSA’s and Georgia Milestones Assessment System Exam

**Teaching Experience**

**Social Studies Teacher** August 2016-May 2017

Savannah Chatham Public School System, Savannah, GA

* I taught United States History to 11th graders and American Government to 10th graders at Groves High School.
* I planned interesting and effective lessons for my Social Studies classes.
* I motivated and engage my students so that they may do well in my classroom.
* I managed my classroom and the behaviors of my students’ everyday so that everything runs smoothly and we are all focused and successful.
* I effectively prepared my students to take and pass the Georgia Milestones Assessment System exam at the end of each semester.

**Permanent Substitute Teacher** April 2015-June 2015

Albert Gallatin Area School District, Uniontown, PA

* I taught 12th grade Economics until the end of the school year.
* Successfully managed the classroom and student behavior.
* Motivated students to be focused and engaged in Economics.
* Answered questions and encouraged participation in class.

**Home Bound Instructor**

Brownsville Area School District, Brownsville, PA May 2014-May 2016

* I currently go to a student’s house after school for five hours a week each, and teach them the core subjects of English, Science, Social Studies, and Math until they are able to go back to school.

**Substitute Teacher**

Brownsville Area School District, Brownsville, PA January 2014-May 2016

Albert Gallatin Area School District, Uniontown, PA

* Assign work for students to complete that their teacher has left
* Successfully manage classroom and student behavior
* Motivate students to be focused and engaged
* Answer any questions and encourage class participation

**Student Teaching**

California Area High School, California, PA Fall 2013

* Developed and implemented Social Studies lessons for a ninth grade classroom
* Successfully managed classroom and behavior situations to support a constructive learning environment
* Planned in-class discussions and activities to better relate information to the students
* Graded tests and assignments
* Taught using multiple strategies that all students could relate to

**Field Observation**

Uniontown Area School District, Uniontown, PA Spring 2012

Albert Gallatin Area School District, Uniontown, PA Spring 2011

**Work Experience**

**Graduate Assistant** Summer 2015

California University of Pennsylvania, California, PA

* Completing research projects for English Department Faculty.
* Assisting department chair with digital multimedia projects
* Updating Social Media with announcements and events for the English Department.

**Cashier/Sales Associate**

Walmart, Brownsville, PA Fall 2011-Spring 2013

**Student Worker**

California University of Pennsylvania, California, PA August 2010-August 2013

**Produce Seller**

Duda’s Farm, Merrittstown, PA July 2010- August 2012

**Student Worker**

Robert Morris University, Moon Township, PA September 2009- May 2010

**Coaching Experience**

**Assistant Track Coach**  March 2015-May 2015

Brownsville Middle School, Brownsville, PA

**Volunteer Work**

* **Jamestown/Yorktown Foundation**, Jamestown and Yorktown, VA
* **Monessen Food Bank,** Monesson, PA
* **Fayette Friends of Animals,** Uniontown, PA
* **Painted Turtle Camp** through Delta Zeta Sorority**,** Lakes Hughes, CA

**Honors and Professional Affiliations**

* Delta Zeta Sorority, California University of Pennsylvania Fall 2009-Fall 2013
* Panhellenic Executive Board Member Spring 2011- Fall 2012
* Presidential Scholar 2011, 2012, 2016
* Seven Habits of Highly Effective People Fall 2010
* The National Society of Leadership and Success Fall 2013
* Gamma Sigma Alpha Spring 2013