**Marlo K. Murphy**

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**EDUCATION**

**Cabrini University** Radnor, PA

Master of Education Aug. 2017

GPA 3.81- with Distinction

**Saint Joseph’s University**  Philadelphia, PA

Bachelor of Science: English Major and Double Minor Philosophy and Psychology May 2015

GPA: 3.6 – Deans List

**CERTIFICATION**

PA Department of Education Licensed Secondary Education English Teaching Certification December 2017

Passing with Honors

**RELEVANT EXPERIENCE**

**Student Teaching Practicum at Radnor High School** Radnor, PA

* Cooperating Teacher: Joseph Caruolo Aug. 2017- Dec. 2017
* Freshman Advanced Placement English [3 sections]
* Junior College Preparatory English [1 section]
* Cultivated a safe classroom environment conducive to learning, academic development, and personal growth
* Fostered an atmosphere of inclusion, mutual respect, and kindness
* Established a positive relationship with each student and maintained commitment to student success
* Developed and implemented innovative and standard-based daily lesson plans and thematic units based on Bloom’s Taxonomy
* Assessed student progress, analyzed data, and adapted lesson plans and teaching approach as necessary
* Effectively incorporated technology into lesson plans
* Utilized eSchool Plus to take daily attendance and report grades
* Recorded grades and submitted feedback through Schoology in a timely manner
* Engaged in discussion and sought advice from numerous teachers in and outside of the English department and observed multiple subjects and grade levels to gain insight into various classroom management strategies and teaching approaches
* Professionally engaged in communication with administrators, parents, guardians, and paraprofessionals through a variety of mediums
* Conducted parent-teacher conferences and attended IEP meetings and provided data and feedback
* Advocated for and provided accommodations for students with individualized needs and unique circumstances

**EXPERTISE/ SKILLS**

* Lesson Planning/ Implementation
* Curriculum Design
* Classroom Management
  + Response to Intervention
  + Inclusion Teaching
  + Instructional Scaffolding
  + Learner-Centered Method
  + Facilitator Method
  + Interactive Method/ Think-Pair-Share
  + Participative Method
  + Lecture Method
  + Discussion Method
* Tutor/Peer Mentor
  + SAT English Content Area
  + College Applications/Essays
  + English Language Arts & Literacy
* Experience with ESL &Gifted Students
* Technology Incorporation
  + Google Applications/ Microsoft Office
  + Factile/Kahoot/Quizlet

**OTHER PROFESSIONAL EXPERIENCE**

**Assistant at Kathleen Murphy, Rehabilitation Nurse Consultant** West Chester, PA

* Review, file, and input medical records Dec. 2017 - Present
* Create medical history summaries for Life Care Plans
* Review and edit Life Care Plans
* Open new cases and maintain contact with clients
* Office duties
* Create and maintain indexes
* Place orders
* Run errands
* Maintain organization of office

**Server at PJ Whelihan's Pub and Restaurant**  Malvern, PA

* Customer service/cashier Sept. 2017 – Present
* Responsible for preparation of opening and closing duties

**Childcare Provider/Nanny** Jan. 2007 - Present

* Maintained a safe environment for multiple children of various ages
* Meal preparation
* Bathing/dressing
* Transportation/ daily activities
* Light housekeeping

**Paralegal at Goldberg, Meanix, & Muth** West Chester, PA

* Created demands for settlement May 2015 - Oct. 2015
* Maintained contact and correspondence with clients and insurance companies
* Opened and closed files
* Drafted and sent various legal documents
* Requested, filed, and organized medical records and various documents
* Assisted three attorneys
* Daily office duties

**Legal Assistant at The Law Offices of Michael T. van der Veen** Philadelphia, PA

* Created demands for settlement May 2014 - Aug. 2014
* Maintained contact and correspondence with clients and insurance companies
* Opened and closed files
* Drafted and sent various legal documents
* Requested, filed, and organized medical records and various documents
* Assisted two attorneys and one paralegal
* Daily office duties

**Intern at Brownstein, Pearlman, Wiezer & Newman, P.C.** Philadelphia, PA

* Maintained contact and correspondence with clients and insurance companies May 2013 - Aug. 2013
* Opened and closed files
* Drafted and sent various legal documents
* Requested, filed, and organized medical records and various documents
* Assisted four attorneys and one paralegal
* Daily office duties

**Intern at Brown the Law Firm** West Chester, PA

* Maintained contact and correspondence with clients and insurance companies May 2012 - Aug. 2012
* Opened and closed files
* Drafted and sent various legal documents
* Requested, filed, and organized medical records and various documents
* Assisted two attorneys
* Daily office duties