**Carolyn S. Shulik** 94 Boucher Lane, Ligonier PA, 15658

(814) 493-3078 cshulik@gmail.com

**Summary:** I am a highly organized, creative, and dedicated individual with excellent interpersonal skills who can focus

on the details while keeping an eye on the big picture.

**Experience:**

**Teacher’s Aide, Learning Lamp, Johnstown, PA** 4/4/2016 – present

* Assist learning support teacher in high school resource room
* Assist regular education teachers in respective classrooms
* Monitor students before school and at lunch
* Adapt lessons to meet student needs
* Tutoring small group/individual students

**Deli Worker, Giant Eagle, Ligonier, PA**  7/22/2015 – 4/1/2016

* Deli counter (customer service, slicing meats and cheeses)
* Kitchen (prepared fried foods, baked foods, rotisserie, salads; cleaned fryers, rotisserie, convection oven; clean kitchen nightly)

**Children’s Program Director, Franklin Public Library**, **Franklin PA** 10/2007 – 08/2010

* Planned and implemented programming for children birth through 18 years in the library and in outreach.
* Developed and maintained the children and young adult collections.
* Coordinated activities between the library and other agencies.
* Provided customer service.

**Qualifications and Achievements:**

**Instruction**

* Planned and taught high school drama for grades 7-12
* Assisted and taught special needs children/adults in various settings
* Planned and implemented summer and after-school programs for children preschool through sixth grade
* Developed and implemented programs for parents and children birth through three years
* Developed and supervised teen program for library, including teaching life skills

**Leadership**

* Supervised and mentored up to twenty youth ages 12 – 21
* Assisted teen teachers plan and teach classes in the area of leadership, team building, and aerospace
* Supervised peer mentoring between youth
* Supervised up to four adults working with youth

**Administration**

* Created class and teacher schedules
* scheduled substitute teachers
* Develop quarterly, monthly, and weekly schedules for two Civil Air Patrol (CAP) squadrons.
* Developed and utilize communication folders for cadets.

**Volunteer Service**

* Civil Air Patrol (2012 – January 2016) – Deputy Commander for Cadets, Cadet Programs Officer, Character Development Instructor
* Clarion County Home School Co-operative (2002-June 2015) – Elementary Coordinator, Elementary and High School Teacher, High School Drama Director

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**Awards**

* Senior Member of the Year Award for 2013
* Character Development Instructor of the Year Award for 2014
* Cadet Programs Officer for the Year Award for 2014
* Squadron of the Year Award for 2014

**Education:**

**Slippery Rock University** 01/1989 - 12/1993

Slippery Rock, PA

Bachelor’s Degree

Major: Special Education

Minor: Elementary Education

**References:**

Name: **Steve Aaron**

Reference Type: Professional

Job Title: Squadron Commander, Civil Air Patrol

Years Known: 5

Day Phone: (814) 229-3523

Email: [saaroncap@gmail.com](mailto:saaroncap@gmail.com)

Name: **Susan Grunstra**

Reference Type: Personal

Job Title: Director of Ligonier Chamber of Commerce

Years Known: 15

Day Phone: (724)238-4200

Email: [susan@ligonierchamber.com](mailto:susan@ligonierchamber.com)

Name: **Kelly Lowry**

Reference Type: Professional

Job Title: Teacher, Clarion County Home School Co-operative

Years Known: 13

Day Phone: (814) 797-2859

Email: [kellylowry@windstream.net](mailto:kellylowry@windstream.net)

Name: **Deborah Gearhart**

Reference Type: Professional

Job Title: Administration Officer, Civil Air Patrol

Years Known: 5

Day Phone: (814) 755-4362

Email: [dgearhart.cap@gmail.com](mailto:dgearhart.cap@gmail.com)