Shelby Runyan  
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**EDUCATION**  
 **Bachelor of Science in Education - Business, Computer, & Information Technology Certified**

**August 2010 – December 2014**

**Minor: Educational Psychology**

Indiana University of Pennsylvania, Indiana, Pennsylvania  
GPA: 3.93/4.00

**PROFESSIONAL EXPERIENCE**

Substitute Teaching, Kane Area School District, Kane, PA

*Spring 2014-Present*

* Worked per diem and filled in for teachers as needed by district
* Followed assigned lesson plans from primary teacher
* Fulfilled necessary duties as asked by district
* Adapted to environments and students daily

Student Teaching, State College Area School District, State College, PA

*Fall 2014*

* Gained knowledge of and worked in school-based enterprise
* Acted as chaperone for numerous DECA events
* Attended faculty, CTC, and advisory committee meetings
* Prepared curriculum and lessons for the following subjects
* Advanced Accounting I & II
* Introduction to Business
* Sports and Entertain Marketing
* Business Law
* Personal Finance
* Supply Chain Management
* Creative Advertising
* Exploring Business

Pre-Student Teaching II, Indiana Junior High School, Indiana, PA

*Spring 2014*

* Introduction to Business
* Cafeteria & bus duties

Pre Student Teaching I, Otto-Eldred Junior/Senior High School, Eldred, PA

*Fall 2013*

* Computer Applications

**RELATED WORK EXPERIENCE**

Camp Counselor, Camp Chen-A-Wanda, Thompson, PA

*June 2014 - August 2015*

* Worked with & supervised children aged 6-16
* Set example of character leadership to staff and campers in accordance with camp mission
* Created and maintained valuable and appropriate relationships with campers & staff
* Planned and organized group activities that promoted team-building, cooperation, and self confidence

Teller, Northwest Savings Bank, Bradford, PA

*Summer 2013*

* Learned valuable business principles & policies
* Worked with computers to maintain balanced cash drawer

**SKILLS**

* Microsoft Office Suite
* Adobe Software
* Quickbooks
* School-Based Enterprise

**ORGANIZATIONS & AFFILIATIONS**

* Member of Pi Omega Pi, Fall 2013-Present
* Member of Pennsylvania State Education Association, Fall 2012-Present
* Dean’s List (9/9 Semesters)
* Pennsylvania DECA Professional Series, Fall 2014
* Member of IUP Women’s Rugby Club, Fall 2010-Spring 2014
* Volunteer at Salvation Army, Spring 2014
* Attended Student Pennsylvania State Education Association Conference, Spring 2014
* Chaperoned Future Business Leaders of America State Leadership Conference, Spring 2014
* Volunteer at YMCA, Fall 2013
* Business Education Scholarship, Spring 2013
* Provost Scholar Award, Fall 2012
* Jane Banks Scholarship, Spring 2012
* Microsoft Office 2007 Certification, Spring 2010