**Stephanie Mohler**

3511 Spruce Drive ♦ Northampton, PA 18067 ♦ tokarzk@ptd.net ♦ 610-577-5485

**OBJECTIVE**

To teach elementary school children grades K-6 and/or Business-Computer K-12

**EDUCATION**

Masters of Education

Cedar Crest College, Allentown, PA

Major: Education

January 2013

GPA 3.9

Bachelors of Science

Albright College, Reading, PA

Major: Business Administration

December 2007

Magna cum Laude

Associates of Arts

Lehigh Carbon Community College, Schnecksville, PA

Major: Business Administration

May 2004

Dean’s Honor List

**TEACHING EXPERIENCE**

Kernsville Elementary School, Orefield, PA

Student Teaching Clinical Experience

October-December 2012

* Taught a self-contained second grade

Muhlenberg Elementary School, Allentown, PA

Student Teaching Clinical Experience

August-October 2012

* Taught a self-contained fourth grade
* Taught focus-based guided math
* Participated in field trip to Harrisburg, PA

Parkland Area School District, Allentown, PA

Lehighton Area School District, Lehighton, PA

Northwestern Lehigh School District, New Tripoli, PA

Northern Lehigh School District, Slatington, PA

Jim Thorpe Area School District, Jim Thorpe, PA

Substitute Teacher

January 2012-present

* Gained teaching knowledge and experience in many different settings

**Stephanie Mohler**

Page 2

**RELATED EXPERIENCE**

The Literacy Center, Allentown, PA

Tutor

June-August 2012

November 2013-Present

* Worked with adults, one-on-one, to prepare for the GED

**WORK EXPERIENCE**

St. Luke’s Hospital, Bethlehem, PA

Administrative Coordinator of Outpatient Rehabilitation Department

March 2008-December 2011

* Responsible for staffing, maintaining, and overseeing all secretarial personnel
* Maintained department technology and coordinated problem resolution
* Assured all pertinent competencies, policies, and procedures were updated and maintained according to regulating agencies such as Joint Commission and Medicare.

St. Luke’s Hospital, Bethlehem, PA

Department Secretary of Outpatient Rehabilitation Department

May 1999-March 2008

* Manager/supervisor of secretarial staff
* Oversaw functions of four departments
* Customer Service

St. Luke’s Hospital, Bethlehem, PA

Unit Secretary/Nursing Aide

March 1989-May 1999

* Coordinated front desk duties on Medical/Surgical/Critical Care floors
* Instructor of Volunteer Program

Aetna Insurance Company, Allentown, PA

Claims Processor

June 1987-March 1989

* Processed medical and dental claims for companies such as Phillip Morris
* Routinely received production bonuses for exceeding weekly processing targets

**PROFESSIONAL DEVELOPMENT**

Member of Kapa Beta Delta National Honor Society for Business

**REFERENCES**

Available upon request