

MEGAN SMITH

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PROFESSIONAL PROFILE

With thirteen years of teaching experience and a master's degree in Applied Industrial Mathematics, I have a unique skill set that combines instructional best practices, analytical problem-solving, and a deep understanding of data. I love the thrill and challenge of uncovering data insights. My strong communication skills allow me to easily communicate and translate complex topics into clear, actionable recommendations.

DATA PROJECTS

Education Data: Utilized Tableau to create a [dashboard](#) analyzing education data to provide actionable recommendations

Skills: Bar Charts | Scatterplots | Line Graphs | Dot Maps | Reference Lines | KPI | Dashboards | Data Storytelling

Sales and Marketing Data: Utilized Excel to analyze marketing trends and create data visualizations

Skills: Cleaning | Filtering | Pivot Tables | VLOOKUP | IF Functions | Conditional Formatting | Visualizations

EXPERIENCE

Rochester Community Schools | Rochester, MI

2010 – Present

Mathematics Educator

Responsible for identifying learning gaps, then creating and implementing course material intentionally to increase learner outcomes.

- Effectively communicated complex mathematical concepts to groups of at most 37 students of varying cultural backgrounds, economic statuses, and ability levels
- Collaborated with 3+ teams of colleagues toward common goals in curriculum development
- Utilized and implemented data-driven practices, including formative assessments, to give quick, effective feedback to learners
- Contacted and effectively communicated with parents, as needed, to assist students in meeting required standards for student achievement
- Designed and created up to 15 instructor lead trainings weekly that met curriculum standards and resulted in learner mastery
- Documented learner progress and alerted counselors, learning consultants, and special education caseload teachers to formulate feasible individualized learning plans to maximize learner outcomes

Rochester University (Formally, Rochester College) | Rochester Hills, MI

Summer 2012, Spring 2017

Professor, Adjunct

Assess and address learning knowledge and skills gaps within learners in preparation for higher-level coursework.

- Utilized Microsoft Excel to create and design grade books to record and calculate semester grades
- Taught adult learners within the Center for Extended Learning (CEL) program, which primarily serves working adult learners as the instructor for the Survey of Mathematics course
- Identified learning gaps and created course material to fill those learning gaps and increase learner success in their first college math class as an instructor for a Math Bootcamp course

ABM Building Solutions (Formally, Linc Mechanical) | Farmington Hills, MI

2003 – 2010

Office Assistant

Supported lead accountant and sales department, ensuring processes ran smoothly and effectively.

- Created an additional webpage on an existing portal site to track the Customer Assurance Review and Evaluation (CARE) program, which was accessible to project managers, accountants, the sales department, and the dispatcher to document and gather data from customers about the quality of services provided
 - Conducted collection calls that reduced outstanding payments from customers by 20%
 - Prepared payables for entry and aid in keeping track of accounts receivable and payable
 - Organized and kept 500+ contract files up to date
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EDUCATION

Oakland University | Rochester, MI

Master of Science in Industrial Applied Mathematics

GPA 3.9

Rochester University | Rochester Hills, MI

Bachelor of Science in Secondary Education

Mathematics major, Biology minor

Magna Cum Laude; GPA 3.8