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PROFESSIONAL SUMMARY

Results-oriented educator bringing nine years of education and leadership experience. Strategic planner and analytical problem solver. Focused, hardworking and adaptable.

SKILLS

Analytical problem solving	Documentation
Multitasking ability	Schedule oversight
Relationship building and networking	Policy development and enforcement
Verbal and written communication	Safety and security procedures
Team leadership	Budget creation

WORK HISTORY

Vice Principal • *CNMI Public School System - Tinian Jr. Sr. High School*

Tinian, Northern Mariana Islands • January 2016 to Current

- Maintained records for school, district, state, and federal requirements.
- Coordinated yearly budget, tracked expenses and documented actions.
- Administered all facets of personnel policies and procedures, including conception, modification and approval of professional staff additions.
- Oversaw administrative functions such as schedule management and protocols for orientation, registration and related activities.
- Performed classroom evaluations to assess teacher strategies and effectiveness.
- Administered standardized tests to evaluate student performance and progress.

English Teacher • *CNMI Public School System - Tinian Jr. Sr. High School*

Tinian, Northern Mariana Islands • September 2010 to January 2016

- Supervised academic work of students in multiple grade levels of English language instruction including English language and composition, American literature, and European literature.
- Led interesting and diverse group activities to engage students in the material.
- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
- Established and maintained rapport with other staff, students, and parents to facilitate communication and academic progress.
- Upheld commitment to educational excellence and fostered atmosphere of mutual respect and trust.

EDUCATION

Bachelor Of Arts - English • *Oregon State University*

Corvallis, OR • 2010

- Received Oregon State University Provost Scholarship
- Member of Hui-O-Hawaii and Peace Jam mentor program
- Participated in Air Force ROTC and Army ROTC college programs

ACCOMPLISHMENTS

- Established school's social media presence.
- Managed school operations for 250 students.
- Collaborated on yearly budget totaling over \$2 million.
- Coordinated operations in secondary school (grades 7-12) with 35 staff members and 260 students.
- Spear-headed improvement plan implementation which redefined performance goals and achieved school benchmarks
- Employed different activities and techniques to encourage student learning and build community within the classroom.
- *Student Involvement*

Volunteered as advisor for various student clubs, activities, and organizations, such as Mock Trial, grade-level classes, and National Honor Society, supervising weekly after school meetings and practices

- *Technology Integration*
Participated in technology training courses and implemented new technology concepts and practices applicable for the classroom.
- *Student Progress Conferences*
Conducted conferences with parents, administrators, and testing specialists to discuss educational plans designed to promote students' educational/social development.
- Curriculum Design
Designed, developed and implemented daily lessons for 100+ students.
- Revamped policies and procedures, modernizing strategies and increasing effectiveness of classroom instruction.

CERTIFICATIONS

CNMI PSS Certifications

CNMI PSS Basic I Certification Secondary Education - English Language Arts

exp. August 17, 2016

CNMI PSS Basic I Certification School Administrator

exp. December 26, 2019

CNMI PSS Endorsement Programs

Mid-Continent Research for Education and Learning (McRel) English Language Learner Endorsement Program - 2014

- Current Issues in Second Language Acquisition
- Language Structure: Phonetics, Morphology, Syntax, Semantics, and Pragmatics
- The Teaching of Second Language Skills
- Sheltered Instruction in the Content Areas
- Teaching Reading and Writing in the English Immersion Classroom
- Second Language Testing and Evaluation

Instructional Technology Endorsement Program Completion - June 2014

- Classroom Instruction that Works (CITW) with Technology
- Advanced Computer Applications
- Google Applications for Education
- Student Products
- Solo 6 & Literacy
- Adobe Creative Design

Aspiring Leaders Program (ALP) - expected date of completion: June 2021

Other

US DOE FERPA Awareness Training: FERPA 101 for Local Education Agencies - August 2018

US Dept of Homeland Security Emergency Management Institute - FEMA - IS-00100.c Introduction to Incident Command System, ICS-100 - Aug 2018

US Dept of Homeland Security Emergency Management Institute - FEMA - IS-00200.b ICS for Single Resources and Initial Action Incident, ICS-200 - Aug 2018

US Dept of Homeland Security Emergency Management Institute - FEMA - IS-00700.b An Introduction to the National Incident Management System - Aug 2018

US Dept of Homeland Security Emergency Management Institute - FEMA - IS-00800.c National Response Framework, An Introduction - Sep 2018

Family Educational Rights and Privacy Act Training - December 2018

RELATED TRAINING AND EXPERIENCE

Response to Intervention Training - June 2010

Mid-Continent Research for Education and Learning (McRel) Summer Institute - August 2010

Instructional Strategies for English Language Learners Training of Trainers - August 2010
Center of Applied Linguistics (CAL) Training of Trainers Strengthening the Skills and Knowledge of Grade 4-12 Teachers to Effectively Education English Language Learners - August 2010
Center of Applied Linguistics (CAL) Training of Trainers "What's Different About Teaching Reading to Students Learning English?" - August 2010
Advanced Placement Summer Institute by the College Board - July/August 2011
Librarian Professional Development - August 2011
Mid-Continent Research for Education and Learning (McRel) Striving Reader's Professional Development: Sheltered Instruction in the Content Areas and The Teaching of Second Language Skills - May 2012
Sheltered Instruction Observation Protocol (SIOP) - April 2012
AdvancEd ASSIST - March 2012
Common Core and Academic Achievement Data - September 2012
World-Class Instructional Design And Assessment (WIDA) Access Training - December 2012
Sheltered Instruction Observation Protocol (SIOP) Coach Training - August 2013
English Language Learner Assessment Course - December 2013
World-Class Instructional Design And Assessment (WIDA) Access Score Interpretation - December 2013
Classroom Management/Instructional Strategies - August 2015
PSS Distance Education Program: Instructional Strategies/Classroom Management - November 2015
World-Class Instructional Design And Assessment (WIDA) Access for English Language Learners - Feb 2016
Advanced Placement Annual Conference by the College Board - July 2016
PSS Distance Education Program: Tests and Measurements - July 23, 2016
CNMI PSS Leadership Institute - August 2016
ACT Aspire Technical Training - September 2016
AdvancEd eProve Eleot Training - September 2016
Accreditation and Leadership Institute - August 2017
PSS Distance Education Program: Reading Diagnostics & Strategies - Summer 2017
PSS Distance Education Program: NMI History - Summer 2017
Introduction to School Administration - Summer 2017
Non-violent Crisis Intervention - September 2017
PSS Distance Education Program: Instructional Leadership and Supervision - October 2017
PSS Distance Education Program: Facilitative Leadership Seminar - October 2017
World-Class Instructional Design And Assessment (WIDA) Access for ELLs 2.0 and Alternate Access - November 6-9, 2017
Rigor and Relevance Work Session - Feb 2018
Leader in Me - March/April 2018
CNMI PSS Leadership Institute - June 2018
CNMI PSS Instructional Technology Professional eLearning Portal: Instructional Supervision and Evaluation - June 2018
CNMI PSS Instructional Technology Professional eLearning Portal: School Personnel - June 2018
Model Schools Conference - June 2018
Challenge Masters Inc. Challenge Masters Facilitator Training - August 2018
Instructional Coaching Seminar - December 2018
Creating Safe Spaces - February 2019