

Melinda James

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Professional Objective

Seeking a professional opportunity to combine my corporate human resource and classroom education experiences to elevate stakeholder engagement, support collaboration, and creatively achieve goals.

Education . Certification . Recognition

Education: University of Missouri, Columbia, MO
Bachelor of Science in Secondary Education, May 1997 *cum laude*
Emphasis: English Language Arts

University of Missouri, Columbia, MO (currently enrolled, anticipated Summer 2022)
Master of Science in the School of Information Science and Learning Technologies
Emphasis: Learning Technologies and Design

Certification: Missouri English (7-12), Missouri Mild to Moderate Cross Categorical Special Education (K-12), Missouri Reading (K-12)

Recognition: Windsor Middle School Teacher of Distinction, May 2017

Professional Experience

Windsor Middle School, Windsor C-1 School District, Jefferson County, MO (2013 - present)

Classroom Teacher (English Language Arts), August 2014 - present

- Develop curriculum and adapt materials for students' diverse learning styles and needs
- Work with students individually and in groups to promote full academic functioning, including executive functioning skills
- Collaborate with students, parents, and education partners to support individual student growth toward greater independence.
- Maintain impeccable integrity and confidentiality in student records
- Incorporate educational and assistive technology through the use of visual strategies, dictation and screen reading programs, instructional and interactive videos, and proficient use of the Google Education Suite
- Develop and monitor Individual Education Plans (IEPs), amending as needed
- Build and maintain positive relationships with parents, students, and professional partners
- Foster cooperative relationships between interdisciplinary team members and classroom teachers in coordination of education plans for individual students
- Co-creator and co-sponsor of the WMS Robotics Club 2017 - 2020

Paraprofessional, August 2013 - May 2014

- Provide academic support across all content areas, assisting student in establishing organizational and task management skills while encouraging independence

Rogers Middle School, Affton School District, Saint Louis, MO (2013)

Instructional Support Staff, Title 1 Grant Program, January 2013 – May 2013

- Strategize Title 1 Reading and Math interventions for individuals and small groups
- Perform regular progress monitoring to provide quantitative and qualitative data
- Participate in Campus Awareness, Referral and Education teams to collaborate in RTI plans
- Administer AIMSweb fluency benchmark testing to students at each grade level

Whole Foods Market, Saint Louis, MO**(2001 - 2012)**

Human Resource Administrator/Payroll and Benefits Specialist, April 2008 – January 2013

- Responsible for job postings, recruitment, screening, interviewing, onboarding, and orientation of new hires
- Successful recruitment, staffing, and training of store opening staff and market labor adjustments due to 2008 recession
- Educate and guide compliance with relevant regulatory rules and standards including Occupational Safety and Health Administration (OSHA), Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) and Health Insurance Portability and Accountability Act (HIPAA)
- Provide ongoing HR training to team members and team leaders: hiring practices; compliance; benefits eligibility and enrollment; payroll and benefits processing and reporting
- Implemented departmental peer representative group to proactively address team member concerns and build open communication
- Plan and coordinate execution of team member appreciation events including on- and off-site parties, dinners, and team building activities
- Maintain confidentiality in employment records, including payroll, benefits, and discipline

In-Store Educator, July 2007 – April 2008 (*acting January 2007 – May 2007 by leader request*)

- Developed and implemented training programs for 180+ Team Members
- Created quarterly product knowledge education program - *Taste of the Season*
- Increased *Taste of the Season* product knowledge attendance 49% in one quarter
- Planned and executed succession training to ready the next generation of leaders (Associate Team Leader University, Buyer's Training, and Supervisor Training programs)

Associate Customer Service Team Leader, August 2002 – July 2007

- Developed shift guidelines and training manuals for Team Members and Supervisors to support individual growth and team success
- Conducted interviews, hiring, training and review of New Hires to maintain 40+ Team Member base
- Planned staff meetings complete with agendas, enrichment training, team building activities, awards and appreciations

In-Store Educator, August 2001 – August 2002

- Developed and implemented training programs for 130+ Team Members under stringent deadlines for store opening
- Created product knowledge, safety, customer service and department specific training sessions on an ongoing basis

Whole Foods Market, Chicago, IL**(1998 - 2001)**

Store Accountant, September 2000 – August 2001

- Self-initiation and follow-through in accounts payable. Particularly, invoice processing (1700+ each fiscal period) and statement resolution
- Developed and implemented written communication systems to monitor paper-flow between receiving, purchasing, and accounting to decrease out of period payments

Floor Supervisor/Customer Service Center Representative/Cashier, September 1998 – September 2000

- Managed multiple tasks and training to foster cooperative teaming environment

Educational Technology

Google (Gmail, Slides, Sheets, Forms, Sites, Drive, Classroom), Microsoft Office (PowerPoint, Word, Excel), basic Adobe skills (Photoshop, Premiere, Audition, Captivate), basic HTML5 and CSS5, Promethean whiteboard, ActiveInspire, Screen capture, Educational applications (Prezi, Kahoot, Quizlet, NearPod, No Red Ink, Freckle, Reading Plus, EdPuzzle, PowToons, NewsELA, Readworks, Vidyard)