resume\_21@gmail.com  
421-042-7322  
Cynthia Williamson  
Licensed Master Teacher Manager Technology Specialist  
Cambridge VT - Email me on Indeed: indeed.com/r/Cynthia-Williamson/78cbeb3f4ecb277c  
 Demonstrated and proven record of superior teaching presentation and leadership skills. Consistently maintain excellent rapport with students parents and colleagues.  
 Entrusted to capably represent my school on the School Advisory Committee  
 Active and committed volunteer in my community  
 Dedicated to creating the best learning experience possible for each and every student.  
 Professional Teacher Certification with an ESOL Special Endorsement in Florida and Highly Qualified Endorsement Certification in Vermont.  
WORK EXPERIENCE  
Administrative Assistant to Philip C Smith District Retail Leader  
KeyBank - Burlington VT - September 2010 to Present  
Creator and administrator of the KeyBank Vermont District Website  
 Proxy for District President and District Retail Leader Payroll and District Recognition administrator  
 Technology support to executives and managers (EXCEL PowerPoint WORD 2010 Lotus Notes Lotus Survey Lotus Mailmerges Client Experience Desktop MAPP Reports)  
 Created and maintained Lotus Notes VT Business Meeting and Calendar database for executives across all lines of business  
 Phone support for executive office - District Retail Leader District Operations Manager Key Investment Relationship Manager Public Affairs)  
 Training and Banquet Luncheon Coordinator for District  
 Travel Coordinator for district executives managers tellers - Travel Solutions  
 Security badge and building access for district  
 Purchasing invoice processing for district retail and executive office  
 Licensed Notary - mortgage discharge research and processing  
 Coordinated KeyBank American Cancer Society Daffodil Days Campaigns 2011 2012 and technical support for KeyBank community sponsorships (i.e. Marathon Maple Festival Key for Women Event).  
Administrative Assistant to Dana Poverman Director of Outpatient Services  
Howard Center - Burlington VT - October 2009 to September 2010  
Provide caring service to our mental health and substance abuse outpatient adult population; Intake Registration Financial Briefings Insurance Authorizations  
 Developed and launched in collaboration with the Billing and IT departments the Financial Briefing Electronic Filing system and Form 45 Federal system  
 Developed and Launched the Standing Order Electronic filing system  
 Super User technology specialist provide technology support to clinician staff as we transition into a paperless system (PowerPoint EXCEL Outlook PsychConsult Dominion)  
 Federal Probation and Parole Point Person Howard Center developed and maintained new health information filing system providing seamless immediate service and responsible for hosting and passing the Federal Audit  
 Research and graph data for state compliance reports (using Excel)  
 Coordinate meetings and site visits (using Outlook)  
   
 Front Desk coverage and ShoreTel Switchboard providing caring service to mental health and substance abuse clients  
3rd -5th Grade Teacher  
Milton Elementary School - Milton VT - August 2006 to 2009  
Supervised and trained UVM student teachers  
 Plan lead and facilitated grade level literacy planning and evaluation. Develop with teacher input grade level action plans to meet Vermont Literacy Standards monitored with measurable results  
 Ensured consistency and quality of instruction as literacy leader leading weekly meetings/trainings/ maintaining WIKI resource website  
 As Literacy Leader focused efforts and attention on achieving reaching our school's student NECAP Literacy Reading and Writing goals utilizing Google docs to analyze performance school-wide  
 Ensured consistency and quality of instruction of scoring On Demand Writing Assessments and Developmental Reading Assessment scoring (Running Record instruction and support)  
 Developed collaborated with grade levels to create SmartBoard Lesson plans using open web sources ELMO that meet the Vermont and National Grade level Standards  
 Develop and maintain effective parent partnerships through educational curriculum nights newsletters parent educational trainings and hosting parent conference nights  
 Organized community fundraising and classroom budget (fieldtrips educational materials technology)  
 Developed Classroom Blog (4Writers.21classes.com) a forum for students to publish and comment on peer writing. A community of writers who each created a personal weblog page captivating even the most reluctant readers and writers.  
 Designed unique writer's craft/personal student word walls expanding the personal word boxes to remediate high risk students in writing presented  
 Lucy Calkins Ralph Fletcher Nancy Atwell Reggie Routman and Linda Rief are strong influences in my instructional writer's craft lessons and teaching philosophy.  
 Authored an economics unit curriculum manual and presentation including classroom economy governing system 21st Century Vermont Economics Student Research reports Cornel 2 column note taking published on 4Writers.21classes.com blog and class yearbook.  
Long Term Substitute Teacher  
Charlotte Central School - Charlotte VT - May 2006 to June 2006  
Fifth Grade Teacher  
Long Term Substitute - May 2006 to June 2006  
Create and develop lessons that meet each child's individual needs and meet state and national grade level expectations.  
 Interface with fifth grade team teachers to ensure a smooth transition.  
Fourth Grade Teacher  
Hillsborough County Schools - July 2005 to November 2005  
Create and develop lessons that meet each child's individual needs and meet county state and national grade level expectations. Lessons designed to stay current with technology and national trends and standards.  
 Develop information sessions for parents that promote parent involvement in their child's education through volunteer programs within the class and school information training sessions to provide tools parents need to understand the curriculum and detail ways parents can support their child's academics throughout the year. Nurture and maintain parent communication and involvement. Create and organize weekly newsletters bi-weekly progress reports quarterly curriculum overviews reading and math goal contracts to clarify expectations and involve parents in their child's academic goals and progress.  
 Host and coordinate Parent Conference Nights.  
Elementary Teacher Grades 1-5  
Hillsborough County Schools - Tampa FL - July 2000 to November 2005  
First Grade Teacher  
Hillsborough County Schools - July 2001 to June 2005  
3 years service on the 5 Star Committee to develop and write our schools application. Develop and monitor community and business partnerships  
 Served on the Curriculum Committee developed creative school-wide enrichment programs  
 Interfaced with guidance counselors independent educational consultants speech pathologists school psychologists ESOL specialists to develop individualized programs to meet all my student's special needs. Served on Child Study Teams to diagnose and develop Individualized Educational Programs (IEP's) for struggling students.  
Team Leader  
Hillsborough County Schools - 2004 to 2005  
Lead grade level planning sessions and mentor new staff members.  
 Attend county and state conventions to stay current. Present training session sharing information with grade level teams.  
 Develop and coordinate weekly homework packets parent newsletter quarterly curriculum overviews class websites and seasonal events for grade level team.  
 Parent/Student advocate during child study team placement meetings by parent request. Parents and administration requested my presence in meetings as an advocate even in subsequent years when their child was no longer in my class.  
 Created and presented Powerpoint presentation for grade level Curriculum Night designed to promote parents involvement in their child's education.  
 Hosted parent outreach events located in satellite neighborhood to improve parent attendance on conference days. Business partners sponsored hotdog dinners and carnival event during parent workshops and teacher conferences.  
 Lead collaborative student performance feedback sessions between grade levels.  
3rd - 5th Grade Writer's Workshop Teacher  
Hillsborough County Schools - 2003 to 2004  
Developed and nurtured intensive individualized instruction for at risk students after school.  
3rd - 5th Grade Language Impaired Teacher  
Hillsborough County Schools - July 2000 to May 2001  
Collaborated with the Speech Pathologist to co-teach a self-contained language impaired classroom.  
 Collaborated with guidance counselor school psychologist outside educational specialists ESE specialist and county administration to develop creative and intensive instruction to meet each child's special needs.  
Front Office Manager  
Desmond Americana Inn - Albany NY - 1982 to 1985  
Interviewed hired trained and supervised reservation clerks front desk clerks bellmen security and switchboard operators.  
 Programmed the energy conservation computer that was housed within my office.  
 Developed hotel marketing promotions.  
 Represented the Front Office Department at Board Meetings.  
 Interfaced with Department Heads General Manager Resident Manager Corporate Business Managers vendors hotel guests Secret Service Security for government officials and General Electric Research and Development Scientists entertainers convention leaders and bus tours.  
 Processed work orders and invoices.  
 Maintained department reports and budget.  
 Scheduled staff and assisted with payroll.  
 Acting Manager On Duty during holidays evenings weekends.  
EDUCATION  
Master of Arts in Elementary Education  
University of South Florida 1998 to 2000  
Psychology  
Mount Holyoke College - 1979 to 1982  
Diploma  
- Tampa FL  
South Hadley MA  
Champlain Valley Union High School - Hinesburg VT 1973 to 1977  
SKILLS  
EXCEL WORD2010 LOTUS NOTES (mailmergescalendarsurvey) OUTLOOK HR PAYROLL POWERPOINT TRAVEL SOLUTIONS NOTARY Licensed