

TEACHER

Summary

Experienced, detail-oriented Program Manager with an excellent communication, problem solving and strategic planning skills. Passionate about networking, community engagement, building partnerships, training, and educational equity.

Summary of Qualifications

- 9 years of professional experience in teaching, facilitating, and training
- Familiar with culturally responsive teaching
- Cultivates relationships teachers
- Exceptional organization and time management skills
- Ability to multi task and remain flexible
- Trained in business leadership and management
- Member of Denver Metro Chamber of Commerce
- Excellent presentation and communication skills: verbal, written and interpersonal
- Proficient in Microsoft Office Suite
- Trained in diversity and inclusion strategies
- Experience in higher education
- Masters degree in education
- Experience with work based learning opportunities
- Community Outreach Specialist
- Certified in conflict and dispute resolution
- Knowledge of educational trends, expectations, climate
- Deep understanding ELA
- Familiarity with Denver Plan

Experience

Teacher Sep 2015 to Jul 2017

Company Name 1/4 City , State

- Knowledge and understanding of DPS practices, framework, and mission
- Collaborate with school administration, and Denver Public School leadership
- Data driven instruction and curriculum design
- Understanding of educational policy locally and nationally
- Engaged with immigrant and refugee families, community leaders, and pre-collegiate programs for students in the Metro Denver area

Service Learning Coordinator Nov 2013 to Sep 2014

Company Name 1/4 City , State

- Created curriculum focused on job shadowing and experiential learning
- Worked closely with parents and community to create engaging service opportunities
- Planned trainings, conferences, and events around community engagement and service learning
- Identified and recruited a broad range of speakers
- Spoke on service learning and expeditionary learning panels
- Managed budget

English Teacher Aug 2012 to Oct 2013

Company Name 1/4 City , State

- Worked with Japanese government to expand US and Japanese foreign relations
- Taught high school students
- Created and facilitated intercultural communication classes for adults

Site Director Aug 2010 to Aug 2012

Company Name 1/4 City , State

- Coordinated educational before and after school programs for over 250 students and their families
- Managed adult and parent engagement classes and events
- Created internship and job shadow opportunities
- Partnered with Metro State, CU Boulder, University of Denver to create college preparedness workshops
- Worked with Playworks- focused on conflict and dispute resolution and restorative justice
- Trained in conflict and dispute resolution, mentoring, and restorative justice
- Coordinated summer programs, hired and trained staff
- Deep understanding of diversity and inclusion efforts in public education
- Provided professional development opportunities to staff, mentors, and school administration
- Facilitated trainings on diversity, homelessness, race, and restorative justice

Program Manager Dec 2007 to Aug 2010

Company Name 1/4 City , State

- Created pilot mentoring program for six urban schools funded by the Department of Education
- Created job shadows and internships with local businesses
- Gathered and analyzed data on community needs and interests
- Solicited contributions and participation from local businesses to promote and improve community events and activities
- Collaborated with community leaders, organizations and public agencies to promote the organization's community service programs
- Monitored program budgets and costs to verify expenses were within budget parameters
- Presented program developments to the community, city council and city manager

- Collected and entered statistical data into databases

Certifications

Colorado Teaching Certification

ELA-E Certified

Conflict and Dispute Resolution Certification

Education and Training

MA , Education August 2015 University of Denver i¼ City , State Education

Bachelor of Science , Political Communications May 2006 Emerson College i¼ City , State Political Communications Magna Cum Laude

Skills

- Training
- Conference Organization
- Microsoft Office Suite
- Non-profit management

Activities and Honors

- Urban Leadership Foundation of Colorado-Alum
- Chamber Connect, Colorado Black Chamber of Commerce-Participant
- Denver Center for the Performing Arts- Professional Advisory Board
- Board Member PeaceJam Foundation- Mentor and Curriculum Advisor