

LEAD TEACHER

Summary

Use the knowledge and firsthand experience that I have gained through my various education, work in both civilian and military experience, extracurricular and leadership positions to become a proactive and dedicated team member.

Highlights

- Apple and Windows programs including Microsoft Office Suite
- Internet Proficiency
- Social Media website use for communication with Sigma Kappa and FOCUS members

Accomplishments

Awarded two Navy and Marine Corps Achievement Medal in 2014 and 2017.

Awarded Letter Commendation for winning Junior Sailor, 2016.

Formally acknowledged by the Defense Reduction Threat Agency for superb supervisory actions and management.

Awarded multiple Letters of Appreciation for being a community pillar for Marine Corps Security Force Battalion, Bangor, WA.

Experience

Lead Teacher 12/2011 to 10/2012 Company Name City , State

- Creating and implementing small group interventions for students in Kindergarten through 6th Grade in both Math and Reading.
- Engaging students that have been assessed as High- Ability.
- Preparing students for State-wide standardized assessments by adapting concepts.
- Substitute teaching for the various classrooms pending the absence of the classroom teacher.
- Challenging struggling students with various methods, allowing them to grasp the correct perceptions.
- Executing roles to assist teachers in their classrooms, as well as within the school as a community.
- Working with students in the Functional Academics program to provide support for classroom teacher.
- Using multiple tools and techniques to adjust to students' learning processes.
- Created and lead the before and after school program for Elementary students.
- Developed lesson plans to include interactive and productive activities for students.
- Substitute taught for the various classrooms at the Center pending the absence of the classroom teacher.
- Fulfilled the role of the full time classroom teacher in a Preschool Classroom during a long-term period of transition.

Substitute Teacher 09/2011 to Current Company Name City , State

- Assumed the role of the classroom teacher during the absence of the classroom teacher.
- Improvised to ensure a productive learning experience for students.
- Provided assistance to the teachers and the staff of the school.
- METRO MARYLAND YOUTH FOR CHRIST.
- BALTIMORE, MARYLAND.
- Mentor and Counselor September 2011- Present.
- Mentored Middle School Students from various schools in the Central Baltimore County area.
- Created lesson plans to teach students fundamental values and ideals.
- Provided support for students in need and allow them to engage in productive conversations.
- Developed activities to ensure student involvement and growth in the organization.

Administrative Assistant Company Name City , State *PSA FINANCIAL CENTER*HUNT VALLEY, MARYLAND April 2009 - December 2010 Administrative Assistant * * * *Provided direct assistance and support to the Vice President of the company. * * * *Reorganized the company's Business Center to more effectively monitor its 120 employees. * * * *Maintained internal and external revenue reports through mastery of Microsoft Excel. * * * *Worked in the company's Business Center to analyze proposals and complete office duties such as making *copies and faxing documents. * * * *Managed the front desk answering and directing calls as well as responding to email requests

Education

Leading Enlisted Member and Field Training Officer 2017 United States Department of the Navy

Bachelor of Science : Elementary Education 2011 University of Maryland City , State

Minor in Mathematics

Academic Honors

Coursework in Business and Human Resources

2011 UNIVERSITY OF MARYLAND City , AUSTRALIA Study Abroad Program

High School Diploma 2007 GARRISON FOREST SCHOOL City , State

May 2011 UNIVERSITY OF MARYLAND, COLLEGE PARK Tutor and Mentor * * * *Mentored University of Maryland Division I athletes. * * * *Provided guidance and support to ensure that students stay on track and achieve their academic goals. * * * *Developed mentor programs

that assist and engage students that are both proficient in the English language *as well as those that English is not their primary language.

May 2011 MONTPELIER ELEMENTARY SCHOOL City , State Supported a low-income fifth grade classroom * * * *Assumed leadership role in the classroom as a full-time Math, Language Arts, Reading, Social Studies and *Science teacher. Managed lesson plans throughout the year. * * * *Initiated and designed classroom awards for students who improved their grades during the school year. *Awards program resulted in 75 percent of the class achieving this goal. * * * *Created reading groups for students who scored basic on their standardized tests. * * *

*Created a small group for students struggling in math to aid in mastery of basic skills.Â

Professional Affiliations

SIGMA KAPPA SORORITY, COLLEGE PARK, MARYLAND Member of the New Member Education Committee Member of the Philanthropic Committee*Academic Honors

Interests

FELLOWSHIP OF CHRISTIANS IN UNIVERSITIES AND SCHOOLS (FOCUS) Camp Counselor and Mentor January 2009 - May 2011
June 2007-Present * * *Volunteered as a leader for more than 70 middle and high school students for week long summer camps and internships in Martha's Vineyard, Massachusetts. * * * *Volunteered as a leader for more than 50 middle school students for a week long winter camp in North Creek, New York. * * * *Led small groups of ten students to engage them in discussion and team building exercises. * * * *Guided full camp lecturers that helped to prompt small group discussions. * * * *Planned weekly meetings as well as special events for Baltimore area high school students resulting in *increased overall participation. * * * *Served as a mentor for high school seniors preparing to enter college.

Skills

Enthusiastic people person, great organizational skills,