

EXAMPLE RESUME: 5+ YEARS OF EXPERIENCE

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PROGRAM ADMINISTRATOR ♦ PROFESSIONAL DEVELOPMENT FACILITATOR ♦ EDUCATIONAL CONSULTANT

CORE COMPETENCIES

Budget Management ♦ Grant Administration ♦ Program Assessment ♦ Teacher Evaluation ♦ Mentoring & Coaching ♦ Classroom Management ♦ Workshop Facilitation ♦ Teacher Training Programs ♦ Community Outreach ♦ Proven Instructional Strategy ♦ Early Childhood Education ♦ Research-Based Instruction ♦ Program Administration ♦ Literacy ♦ Diverse Populations ♦ At-Risk Youth

EDUCATION & CERTIFICATION

Master of Education in Human Development and Psychology: Harvard Graduate School of Education, Cambridge, MA 2010
Bachelor of Arts in Education: Graceland University, Lamoni, IA 2007

EXPERIENCE & KEY ACCOMPLISHMENTS

Senior Manager 2011–Present

Center for Excellence in Early Education/Educare Miami: Miami, FL

- ❖ Oversee quality improvement and teacher training programs for 35+ early childhood centers while managing 2 staff members.
- ❖ Orchestrate training sequences for educators that address topics in early literacy, project approach, and instructional support that effectively improves school readiness in 90% of students impacted.
- ❖ Handle budget for training events, select and negotiate contracts with trainers, and assess program effectiveness.
- ❖ Manage and administer \$220K grant from The Children's Trust, including all aspects of budget and reporting.
- ❖ Facilitate coaching program for 80+ that results in 91% of participants reporting improved teacher/student interactions.
- ❖ Build impactful community relationships by staffing 2 volunteer committees for other non-profit organizations.

Lead Prekindergarten Teacher 2010–2011

New York School District: New York, NY

- ❖ Earned highest classroom quality score among 10 lead teachers as judged by independent consultant.
- ❖ Developed students' sense of purpose, responsibility, and engagement by incorporating instructional strategies focused on pro-social and self-regulation behavior management techniques, hands-on methodology, and real life experiences.
- ❖ Established safe, inclusive, and supportive classroom community that encouraged growth and participation of all students.
- ❖ Led professional development for 25 staff and mentored 5 beginning teachers.

Kindergarten Teacher 2007–2009

Teach For America: Miami, FL

- ❖ Recognized as Teach For America, Sue Lehmann Excellence in Teaching Nominee (2009)
- ❖ Utilized frequent assessment, differentiated instruction, strong family involvement, and engaging teacher strategies to increase grade-level goals from 11% mastery to 90% in one year with class of remedial ESL students.
- ❖ Executed backwards-design lesson plans, ESL strategies, and integrated authentic literacy experiences resulting in 91% average mastery on district literacy assessments and scores 10-15% above district averages.

PARENT ENDORSEMENT:

"Our son is having a great year in Kindergarten and we definitely have you to thank. He was very well prepared for the material they're covering and was assessed into the highest group for both reading and math. You are an awesome teacher and I hope you are working with students (and parents) who deserve you."

CIVIC INVOLVEMENT/ VOLUNTEER EXPERIENCE

Yale Alumni Fund Board Member 2010 –Present

Jewish Education Early Childhood Education Committee Member 2010 –Present