

Sample Resume

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CAREER SUMMARY

Dedicated and performance-driven professional with demonstrated success providing professional learning for teachers to meet student achievement goals. Possess in-depth knowledge of curriculum implementation, effective instructional strategies, and research-based best practices. Skilled at creating and facilitating high quality professional development based on needs determined through analysis of data at the school and liaising with teachers to refine their knowledge and skills. Strong analytical skills; monitoring instructional effectiveness and student progress and assisting teachers in implementing effective teaching strategies to ensure career growth and future learning of students. Articulate communicator; building and fostering robust liaisons with teachers, students, and business staff members.

- ♦ Possess extensive years of successful classroom experience with numerous Georgia Teaching Certificates.
- ♦ Remarkable efficiency in strengthening relationships with teachers, staff, and stakeholders for continuous process improvement; expertise in building and leading teams of teachers with a focus on improving student performances.
- ♦ Adept at devising and executing effective strategies to drive student progress related to academics, career development, and learning.

KEY ACCOMPLISHMENTS

- ♦ Led colleagues towards success by devising effective strategies to support students in their career growth.
- ♦ Cultivated emotional intelligence and interpersonal skills in students to maintain a collaborative environment.
- ♦ Improved functional efficiency of teachers by providing leadership and guidance to ensure ongoing excellence.

CORE COMPETENCIES

- ♦ Strategic Planning & Implementation
- ♦ Professional Relationship Building
- ♦ Academic Support Delivery
- ♦ Team Collaboration & Leadership
- ♦ Curriculum Preparation
- ♦ Business Growth
- ♦ Student Career Development
- ♦ Business & IT Knowledge
- ♦ Community Resources

WORK EXPERIENCE

South University **Savannah**
Adjunct Instructor – General Studies Department 2020 to Present

Play a key role in promoting college success by developing effective strategies and community resources to support college students in future career goals and life-long learning. Create emotional intelligence strategies to enhance social skills and student interaction.

Savannah Chatham County Public Schools **Savannah, GA**
Career, Technical & Agricultural Education Instructor 1996 to Present

Support continuous business growth by providing instructions related to Business and Technology/Entrepreneurship. Analyze and boost student progress by managing a conducive classroom environment to positive group interaction among teachers and students and life-long learning. Participate in junior achievement curriculum collaboration and serve as a Point University Adviser for dual-enrollment students. Lead teachers to ensure improvement and positive change in teaching and learning. Foster and maintain robust liaisons with all stakeholders within the district.

- ♦ Improved students' business and technology skills in areas of business and leadership by designing effective lessons.

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EDUCATIONAL BACKGROUND

Educational Leadership, Columbus State University, Columbus, Georgia, 2015

Education Specialist - Teacher Leadership, Walden University, Minneapolis, Minnesota, 2009

Masters of Education, Cambridge College, Boston, Massachusetts, 2005

Bachelor of Science - Business Education, Armstrong Atlantic State University, Savannah, Georgia, 1996

Business Education (6-12)

Educational Leadership – Tier II (GACE Passed & Professional Ethics Assessment Passed)

Middle Georgia RESA Teacher Support and Coaching Endorsement Program – 1/13/20 – 5/19/2020

Middle Georgia RESA Coaching Endorsement – 1/13/2020 – 5/19/2020

AWARDS

2020 Distinguished Toastmasters Award | 2020 Advanced Leadership Silver Award | 2019 Advanced Communicator Gold Award | 2019 Toastmasters Super Achiever Award | 2018 Advanced Communicator Silver | 2018 Advanced Communicator Bronze | 2018 Lee Meyer Toastmasters Award | 2017 Toastmasters Triple Crown Award | 2011 Herschel V. Jenkins Teacher of the Year | 2011 Savannah Morning News Teacher of Excellence | 2008-2009 Career, Technical & Agricultural Teacher of the Year- Herschel V. Jenkins | 2007 Junior Achievement Savannah District Teacher of the Year | 2006-2007 Who's Who among America's Teachers

LEADERSHIP EXPERIENCE

Area H 81 Director – Toastmasters International (2019 – Current) | HVJ Site-Based Induction Specialist (formerly known as Teacher Induction Coordinator) 2019-Current | HVJ THRIVE! New Teacher Induction Coordinator, 2014-Current | School Leadership Team – Herschel V. Jenkins, 2015 - Current | Sponsored and Chartered Toastmasters Club – Savannah Toastmasters Professional Speakers (STPS), 2020 | Vice President of Membership – Toastmasters International – Savannah Toastmasters Club 705 Chapter, 2018-2019 | Interim President – Toastmasters | International – Savannah Toastmasters Club 705, 2017- 2020 | SCCPSS Accelerated Teacher Leadership Program (ATLP), 2016-2017 | HVJ Junior Achievement Coordinator, 2007-2014 | FBLA Adviser – Herschel V. Jenkins, 2007-2008 | FBLA Adviser – Alfred Ely Beach, 1999-2003 | Superintendent's Professional Senate, 2010-2011 | Superintendent's Professional Senate, 2014-2015 | SACS Steering Team – Herschel V. Jenkins, 2011-2012 | Gulfstream Student Leadership Adviser, 2008-2010 | Career, Technical & Agricultural Education (CTAE) Department Chairperson, 2004-2008 | Job Shadow Coordinator, 2004-2010 | Teacher Representative – Herschel V. Jenkins, 2004-2005 | School Improvement Team – Herschel V. Jenkins, 2004-2008 | School Leadership Team – Alfred Ely Beach, 1996-2003 | Alfred Ely Beach High School Newsletter Adviser (Dog Tales), 2002-2003 | High Schools That Work Team – Alfred Ely Beach, 1999-2003 | Vice President of Education – Toastmasters International – Savannah Toastmasters Club 705 Chapter, 2017-2018

AFFILIATIONS

Georgia Association for Career & Technical Education (GACTE) | National Business Education Association (NBEA)

Georgia Business Education Association (GBEA) | International Honor Society of Education - Kappa Delta Pi

Alpha Kappa Alpha Sorority, Incorporated | Toastmasters International – Savannah Toastmasters Club 705 Chapter

Toastmasters International – Savannah Toastmasters Professional Speakers (STPS) Club (Sponsor/ Active Member)

The Honor Society of Phi Kappa Phi – Columbus State University
