412-523-8662

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### ♦ WORK EXPERIENCE ♦

# **Lecturer, Point Park University**

Point Park University, Pittsburgh, PA

August 2020-present

## Graduate Assistant, Ed. D Program in Leadership and Administration

Point Park University, Pittsburgh, PA

## **August 2017 – April 2020**

- ➤ Assists in the planning of workshops/meetings and the development of all related programs being supported in the School of Education
- > Assists with Doctoral and Undergraduate program outreach and social networking events
- > Assists with operations and logistics with scheduled Education events on campus and in the field
- ➤ Coordinates and assists faculty with research and projects as approved by the Ed. D. Program Director and Chair of the School of Education
- ➤ Assists in the coordination of faculty projects and research activities such as the development of ACT 45 program approval, the transition to the School of Education, Student Teaching Abroad Initiative, and the Makerspace Lab
- > Co-coordinates the Student Teaching Abroad Program and international SEK summer field experience in Ireland and Spain
- ➤ Accompanied and assisted Point Park students at the SEK Summer Program while collaborating with their administrators, program director, and lead teachers to enhance the university's commitment to positive outcomes for all participants involved
- ➤ Co-coordinates the Teacher Leadership Academy with Ed. D. Program Director and adjunct faculty facilitators
- ➤ Demonstrates a high level of professionalism and communication skills when collaborating with local and international schools, supervisors, non-profit organizations, community partners, and host families
- ➤ Manifests ethical behaviors when working among faculty, staff, doctoral peers, and preservice teachers
- ➤ Demonstrates cultural competence by acknowledging and valuing diversity, differences, behaviors, and circumstances different than my own
- ➤ Assists in the enrollment and recruitment activities for Ed.D, Graduate, and Undergraduate programs
- > Assists faculty in the preparation of course materials and resources
- ➤ Provides administrative support to the Ed.D. Program Director and Chair of the School of Education

### **Adjunct Faculty**

Point Park University, Pittsburgh, PA

August 2016 - present

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- > Prepares, implements, and revises course materials for Undergraduate and Graduate face to face and online courses including:
  - o Technological Literacy in Education (both undergraduate and graduate)
  - o Methods of Mathematics I Grades Pre K-1
  - Methods of Mathematics II Grades 2-4
  - o Teaching Science and Health in Pre K- Grade 4
  - o Children's Literature
  - Building Family Partnerships
  - Educational Psychology
  - o Family and Community Diversity
  - Introduction to the Teaching Profession
- ➤ Collaborates with faculty to enhance course materials and implement best practices
- ➤ Locates and applies current research to reinforce and compliment course objectives and materials
- > Guest presenter in Reading Methods II and Masters in Secondary Education classes
- ➤ Utilizes a variety of technologies and instructional methodologies to keep course relevant and engaging
- > Works with individual students to improve understanding and achieve positive student outcomes
- ➤ Helps students comprehend course content through a range of exercises, readings, assignments, and discussions
- > Uses Schoology to facilitate online and on ground course materials, resources, and requirements
- ➤ Reflects and revises coursework to remain relevant and applicable to the modern-day K-12 classrooms
- ➤ Utilizes student evaluations for course revision and improvement with an emphasis on student success
- > Collaborates with university departments and resources to support and assist student success
- ➤ Creates and maintains positive K-12 and community partnerships that assist and enhance course objectives and provide rich field experience opportunities
- ➤ Partners with The Education Partnership to provide STEM lending library materials to preservice teachers
- ➤ Partners with Matt's Makerspace and ANSYS Inc. to provide hands-on maker education opportunities
- > Identifies and utilizes educational experts as guest speakers to connect theory to practice

### **Student Teacher Supervisor**

Point Park University, Pittsburgh, PA

### January - May 2017

- ➤ Guided student teachers in analyzing, critiquing, and reflecting on their supervised teaching experience
- ➤ Conferred regularly with the Cooperating Teacher to ensure consistency of information and direction to the student teacher
- ➤ Collaborated with the Student Teacher Coordinator to ensure university and school policies complied by all participants

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- > Developed strong partnerships and relationships with host building administrators and staff
- ➤ Used the Task Stream Program to document observations, formative and summative evaluations, feedback for lesson plans and reflections, and review of portfolio contents
- ➤ Completed the PDE 430 midterm and final evaluations

### **Pre-K Teacher**

Kingdom Kids Christian Preschool, Mt Lebanon, PA

August 2016 - May 2017

Westminster Nursery School and Kindergarten, Upper St. Clair, PA

### August 2013 - May 2016

- > Partnered and collaborated with a wide range of families
- ➤ Managed a diverse classroom of students with exceptional needs
- ➤ Proficient in using a Smartboard
- > Collaborated with teammates to foster a team-teaching environment
- > Designed and implemented curriculum structured to meet varying needs of students
- > Served as a Cooperating Teacher to a university student teacher

# **Behavioral Specialist Consultant,** *Community Psychiatric Center*, *Pittsburgh, PA* **February 2011 - July 2013**

- > Developed and executed treatment plans for children with Autism, aged 3-9
- > Coached, mentored, and supervised Therapeutic Staff Support (TSS) associate(s)
- ➤ Provided accommodations, guidance, and mentorship to families with children diagnosed with an Autism Spectrum disorder
- Created and developed lessons, materials, and interventions used in therapy sessions and classrooms
- > Observed clients in the classroom and provided feedback and strategies used by the teachers
- ➤ Demonstrated a high level of empathy, compassion, and acceptance while working with families of children with exceptional needs
- ➤ Conducted home visits to best meet the needs of varying families

# K-8th grade Substitute Teacher, West Jefferson Hills School District, Pittsburgh, PA September 2005 - June 2007

# K-6th grade Mentor Resource Teacher, Fairfax County Public Schools, Fairfax, VA September 2004 - March 2005

- Coached and provided feedback to first year teachers and experienced teachers not meeting school district standards
- > Provided effective techniques for planning, instruction, and assessment

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- > Observed teachers in the classroom and provided constructive feedback on areas for improvement
- > Facilitated one on one and group discussions to share best practices with beginning teachers
- > Demonstrated professionalism during conferences with teachers, administrators, and supervisors
- ➤ Modeled exemplary professionalism in school buildings and classrooms

# 4<sup>th</sup> – 6<sup>th</sup> Grade Elementary Teacher

Island Creek Elementary School, Fairfax County Alexandria, VA

**August 2003 - June 2004** 

Anthony T. Lane Elementary School, Fairfax County Alexandria, VA

**August 2001 - June 2003** 

Garrisonville Elementary School, Stafford County Stafford, VA

August 1997 - August 2001

- Provided a well-balanced, positive learning environment with consistent discipline and positive reinforcement
- > Fostered effective communication with students, administrative staff, peers, principals, and parents
- > Tutored small groups for testing preparation and remediation for at-risk students
- > Executed hands-on experiments and activities to enrich the curriculum and increase understanding
- ➤ Used a variety of teaching strategies that include group work, directed lessons, and project-based models
- > Facilitated community events and field excursions that enriched the content and objectives within the curriculum
- > Served as grade level team leader

### ♦ LEADERSHIP EXPERIENCE ◆

- ➤ Board Member, Matt's Makerspace, Pittsburgh, PA, 2019-Present
- ➤ Board Member, Kingdom Kids Christian Preschool, Mt. Lebanon, PA, 2019-Present
- ➤ Advisory Board Member for Vice President of Academic Excellence, Kappa Kappa Gamma, Pennsylvania State University, University Park, PA, 2018- Present
- ➤ Board Member, Younglife, Upper St. Clair, PA, 2017-Present
- ➤ Member of Upper St. Clair Wellness Committee, 2017-Present
- ➤ Member of Career Advisory Council, Shaler Area School District, 2017-Present
- ➤ Member of Career Advisory Council, Upper St. Clair School District, 2017-Present
- ➤ Point Park University Ed. D Cohort Liaison, 2017-2018
- ➤ Member of Children's Ministry Team, Mt. Lebanon Presbyterian Church, August 2012 2016
- ➤ Coach of Middle School Robotics team, specifically STEM research project, 2015-2016
- ➤ Coordinator of Vacation Bible School and curriculum leader, Mt. Lebanon Presbyterian Church, Pittsburgh, PA, January 2012 July 2014
- ➤ Mothers and More, South Hills Chapter, Fundraising Chair, 2006 2008
- ➤ 4<sup>th</sup> & 6<sup>th</sup> Grade Team Leader, 2001-2005
- ➤ Member of School Leadership Team, 2002-2003

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➤ Technology & Science Lead Teacher, 2000-2001

### ♦ PRESENTATIONS ◆

- Conference Presenter at The Pennsylvania Association of Colleges and Teacher Educators (PAC-TE), Harrisburg, PA, 2019
- Conference Presenter at Point Park University Graduate Students Conference, Pittsburgh, PA, 2019
- ➤ Conference Presenter at Virginia Society of Technology in Education (VSTE) Conference, Roanoke, VA, 2002

### ♦ EDUCATION ♦

➤ Ed. D Candidate, Administration and Leadership April 2020

Point Park University Pittsburgh, PA

Master of Education, Curriculum and Instruction: Instructional Technology December 2001

George Mason University Fairfax, VA

Bachelor of Science in Elementary and Kindergarten Education May 1997

The Pennsylvania State University University Park, PA

### ♦ CERTIFICATIONS ◆

- ➤ Pennsylvania Professional Teaching License, K-6
- ➤ Virginia Teaching License, K-8
- > Private School Teacher Nursery/Kindergarten N-K

### **♦ CONTINUING EDUCATION♦**

- ➤ Social and Emotional Learning: The Importance of Strategy and Practice Conference, Pittsburgh, PA, November 2019
- > PAC-TE Fall Conference, Harrisburg, PA, October 2019
- ➤ The Collaborative Institutional Training Initiative (CITI Program) Social and Behavioral Research, October 2019
- ➤ PAC-TE Spring Conference, State College PA, March 2019
- > Pittsburgh FAB Institute Conference, Elizabeth Forward High School, PA, June 2019
- ➤ Lessons From Abroad Conference, Carlow University, PA, February 2019
- ➤ Building Compassionate Learning Communities Conference, Mt. Lebanon, PA, Oct 2018
- ➤ World Affairs Council Summer Institute for Teachers, June 2018
- ➤ Working towards Google Certified Level 1 Educator, 2018-present

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- ➤ Google Digital Applied Skills Training, Transform Ed, 2018
- ➤ Understanding the Impacts of Media on ages 0-8, Common Sense Media and Remake Learning, March 2018
- > Foundations of Online Course Delivery, The Learning House, March 2017
- ➤ ASCD member
- ➤ PAC-TE member

References upon request