

First and Last

Educational Consultant | Corporate Trainer

CONTACT

City, ST Zip Code
Phone Number
Email Address
LinkedIn Profile

EDUCATION/TRAINING

Master of Arts

Teaching/Reading & Language Arts
College/University – City, ST
August 2009

Michigan Professional Teaching Certification

Elementary K-5/Science (DX) 6-8
College/University – City, ST
March 2003

Master of Business Administration

College/University – City, ST
December 2000

Bachelor of Arts

General Business Administration
College/University – City, ST
August 1997

VOLUNTEER WORK

Coach for Small Group Leaders

Name of Company

Sunday School Teacher

Name of Company

Small Group Leader for Woman's Group

Name of Company

SUMMARY STATEMENT

Dedicated educator with a proven track record of **successfully consulting** students and staff members. Highly motivated, goal-driven professional who leads by example, continuously **coaching for maximum results**. Deeply committed to providing quality instruction, incorporating strong communication, time management, and **team leadership abilities**. Possesses a Master of Business Administrative, Master of Arts, and a teaching certification.

WORK HISTORY

Title, Name of Company

Port Huron, MI | Date - Present

- *Educates students, analyzes data, mentors parents and students, collaborates with colleagues, trains staff*

Title, Name of Company

Port Huron, MI | Date - Date

- *Trained staff, problem-solved, analyzed and reported data*

Title, Name of Company

St. Clair, MI | Date - Date

- *Educated students, collaborated with staff*

Title, Name of Company

Port Huron, East China, Pontiac, Warren, MI | Date - Date

- *Educated students, collaborated with staff*

Title, Name of Company

St. Clair, Marine City, MI | Date - Date

- *Hired, trained, and motivated employees, developed marketing strategies, increased sales*

PROFESSIONAL EXPERIENCE

- Developed lessons for all subjects using backward design approach through the means of **presentations**, and **basic computer programs**.
- Insured students met school-wide goals through effective teaching practices, along with **written and verbal communication skills**.
- Modeled appropriate **problem-solving**, behavioral, and **social skills** to cultivate future successful members of society.
- Focused on **customer service** in both classroom and business settings.

ACCOMPLISHMENTS

- Trained new staff members and facilitated the **onboarding process** in the 7 Habits.
- Participated in PROM/SE program to further increase colleagues' math and science knowledge base.
- Authored Math Toolbox 2 for fourth and fifth grades at St. Clair County RESA.
- Participated in the first SPARKS program that **identified leaders**.
- Originated a professional women's writing group, which resulted in a publication that contributed to raising funds for breast cancer research.
- Conducted school enrichment programs for gifted and talented students.
- **Lead and facilitated staff** in increasing reading levels and math competency scores in Summer Spark Program.
- Created training manual for **new hires** with position descriptions, responsibilities, and photos of desired product to ensure quality production for Company Name.
- Organized and maintained **motivational team building exercises** to build a **cooperative culture** at Company Name.