

Grace Kelly

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Pre-K and Elementary School Teacher Candidate with outstanding credentials

SUMMARY OF QUALIFICATIONS

- Mid-career professional with strong management background and excellent teaching foundation.
- In-depth knowledge of curriculum design principles, learning theory and teaching techniques.
- Work well with all individuals including students, teachers, administrators, and parents.
- Technically proficient; adept with educational, grading, and general office programs.
- Excellent multi-tasking abilities; prioritize and balance workloads efficiently.
- Highly adaptable; thrive on challenges and excel in new environments.
- Received Letter of Commendation from the White House.
- Proficient in American Sign Language.

EDUCATION

MONTE CARLO STATE UNIVERSITY, New York, NY
Bachelor of Education Program, anticipated *graduation, 05/2011*
Major: Early Childhood Education, Teacher Education
Special Education Endorsement
Member: Kappa Delta Phi

Field Experience

Westside Story Elementary School, Fall 2010
Jonesboro Pre-K Center, Spring 2009
Cedar Parklane Elementary School, Fall 2008

TEACHING EXPERIENCE

MICROSOCIETY MAGNET SCHOOL, New York, NY

12/2010 – Present

Student Teacher, Special Education

Assist in providing instruction to up to 23 1st through 4th grade students with physical/mental handicaps, speech/language issues, and/or exceptional disorders for specialized, urban magnet elementary school. Work one-on-one as well as in small multi-categorical groups and inclusion settings.

- Define class objectives and develop curriculum. Plan lessons, incorporating audio, visual, and kinesthetic stimuli to address multiple learning styles.
- Work individually with students, identifying individual talents and needs to ensure maximum curriculum retention and class participation.

OTHER EXPERIENCE

Served in management-level technical positions as contractor in Washington DC

Senior Technology Manager/Engineer , Secretary of Defense	08/2003 – 02/2007
Systems Architect , FBI/Defense Intelligence Agency (DIA)	11/2002 – 08/2003
IT Specialist , Executive Office of the President of the United States	04/2001 – 11/2002
System Architect , Department of Labor	07/2000 – 04/2001