

Curriculum Vitae

PERSONAL

Name	Kathy Smith
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RESUME OBJECTIVE

Passionate and detail-oriented Middle School Math Teacher dedicated to establishing a positive and interactive learning environment. Adapt at embracing a diverse group of students with different levels of mathematic skills, including Algebra and Geometry, with a unique ability to fine-tune lesson planning, classroom management, and instruction to eclipse curriculum standards. A strong capacity for embracing cultural diversity, creative problem solving, and conflict management – to establish a warm and welcoming relationship with students.

WORK EXPERIENCE

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| Jul 2017 - Present | <p>Middle School Math Teacher
<i>East Columbia Middle School, Dallas, Texas</i></p> <ul style="list-style-type: none">• Taught 90 seventh grade students Pre-Algebra with multiple cultural backgrounds in an engaging classroom environment.• Developed Algebra lesson planning, quiz, and examination procedures.• Created after school tutorial program - both onsite and online for easy student access.• Developed audio-visual resources to help students enhance problem solving skills.• Created a one-year lesson curriculum that resulted in a 100% pass ratio.• Maintained a positive learning environment during a global pandemic. |
| Aug 2016 - Jun 2017 | <p>Student Teaching
<i>Ft. Worth Middle School, Ft. Worth, Texas</i></p> <p>Participated in student teaching program with 7th and 8th grade students. Responsible for lesson planning and online instructional courses for students in Ft Worth, Texas. Responsibilities include:</p> <ul style="list-style-type: none">• Supervising and interacting over 150 students.• Collaborated with mathematics staff to create educational exercises and lesson planning.• Responsible for homework and test grading. Provided feedback and instruction to individual students.• Engaged with students, parents, and other team members.• Monitored students and inspired them to stay focused on tasks. Worked with students to develop interpersonal skills. |
| May 2015 - Nov 2016 | <p>Manufacturing Supervisor
<i>House of Mouse Manufacturing, Houston, Texas</i></p> <p>Worked at House of Mouse Manufacturing during my senior year at the University of Houston. Responsible for teaching product assembly procedures and problem solving skills to a team of 60 employees. Daily tasks included.</p> <ul style="list-style-type: none">• Creating work schedules for employees.• Communicating and directing a team of 60 employees.• Developing product assembly procedures for a 30-stage manufacturing process.• Maintained a positive and safe work environment.• Wrote employee training manuals and instructional procedures for order fulfillment packaging. |

EDUCATION AND QUALIFICATIONS

May 2016 - May 2018	Master of Science - Mathematics <i>University of Texas - Ft. Worth, Ft. Worth, Texas</i>
Sep 2015 - May 2016	PRAXIS II Certification <i>University of Houston, Houston, Texas</i>
Aug 2013 - May 2016	B.A. in Education - Mathematics <i>University of Houston, Houston, Texas</i>

REFERENCES

University of Texas - Ft Worth	Susan Knight <i>On Request</i>
East Columbia Middle School	Thomas Jones <i>On Request</i>
West Dallas State Bank of Texas	David Campbell <i>On Request</i>

ACHIEVEMENTS

Active member of Association of Mathematics Teacher Educators (AMTE) and the National Council of Teachers of Mathematics (NCTM). Awarded Deans List of academic achievement all four-years at University of Houston. Top 10 percentile with 2016 PRAXIS II certification exams. State of Texas Licensed Teacher - May 2017. Ft Worth School District "New Teacher of the Year" - 2017

SKILLS

Algebra & Geometry Education	Expert
Written & Oral Communications	Expert
Classroom Management	Expert
Creative Problem Solving	Experienced
Conflict Resolution	Expert
Organization	Expert
Microsoft Office Suite	Expert