

ARLENE HARRIS

EDUCATOR

444 Winter Ave. ■ Mineola, NY 11501

✉ arelenh@optonline.net

☎ (516) 123-4567

☎ (516) 765-3210

Articulate informed professional and educator with a Master of Arts, and two plus decades experience incorporating demonstrated success developing academic programs and culture with a passion for being part of a team-oriented, mission driven school culture. Exuding self confidence, diligence and patience, able to accommodate multiple priorities while remaining poised and gregarious.

As an educator and doll specialist, offer a proven ingenuity in the learning curriculum, combining a tutorial methodology with a deep knowledge of dolls and their history, encouraging the students embracing of a hands-on educational experience that is informative as well as enjoyable. Bring social intelligence, gratitude and a keen sense of humor with an “above and beyond” commitment to student growth and learning.

VALUE OFFERED

- Academic Assessment
- Adult Education
- Administration
- Analysis of Student Progress
- Creative & Motivational Learning
- Elementary School Instructor
- English /Second Language
- E.S.L. Curriculum Book Writing
- Leadership
- Lesson Plan Preparation
- Parochial School
- Presentations
- Private Tutoring
- Recreational Activities

CAREER MILESTONES

- ❑ While **Coordinator at Anonymous**, formulated and implemented a strategic E.S.L. curriculum for school age children as well as adults, educating them in the reading, comprehension, writing techniques and speaking of English as their second language. Dramatic results were accomplished across the board with the students achieving the required preparation to progress onto the next grade level and adults experiencing an improved ability to effectively communicate in their work environment. A number of the adults felt confident enough to explore and obtain higher paying positions within a more diversified culture.
- ❑ As **Teacher at Anonymous** and assigned to an academically challenged 4th grade class with 28 students, 60% of which were 6 months to 12 months behind and had behavior problems, created and executed a proactive plan which included keeping the Principal and parents apprised of difficulties, obstacles and progress of each student on a regular basis. In addition, the class was divided into smaller groups with a separate reading table in the rear, allowing for more individualized attention and an encouraging, less structured learning environment. All of which culminated in the majority of students being responsive, engaging and successfully completing the 4th grade with their reading level raised to meet required standards.

TEACHING CHRONOLOGY

Anonymous – NY, NY

Teacher ■ 4th Grade

2000 – 2001

- ▶ Diligently followed 4th grade curriculum, teaching all major academic subjects with special attention focused on utilizing a personally crafted interactive reading format designed to encourage students to embrace and succeed without intimidation, resulting in a 30% - 40% increase in reading scores.
- ▶ Incorporated the required Catholic teachings into planned lessons and prepared students for standardized testing.

Anonymous – New York City, Queens & Long Island, NY

Private Tutor

1997 – 2000

- ▶ Continued successful private tutoring to predominately Asian school age and adult students through references and recommendations; increased enrollment 40% from initial 6-8 students to more than 10 students per week with 75% being double sessions.

Anonymous – New York, NY

Teacher / Coordinator

1996 – 1997

- ▶ Assessed academic levels to determine appropriate teaching materials enabling improvement of all aspects of students English Language skills, emerging in an enhancement of daily communication, better school and/or work performance and overall improvement of their everyday life.
- ▶ Recruited 50+ teachers and paired students with instructors according to needs and capabilities.
- ▶ Proactively delivered tutorials for potential students deriving in an 80+% success rate of enrollment.
- ▶ Recipient of the “Outstanding Teacher” award and asked to assume the role of Coordinator.

Anonymous – New York City, Queens & Long Island, NY

1990 – 1995

Private Tutor

- ▶ Pioneered private tutoring business for students in need of developing English as their second language. Collaborated with student’s school teachers to aid in the formulation of personalized lesson plans directed at areas most deficient, expediting the process and resulting in a noticeable improvement with interaction, reading and comprehension.

Anonymous – New York, NY

Teacher

1988 – 1990

Concurrent employment while also teaching at Anonymous in 1983 – 1985.

- ▶ Formulated, organized and concentrated on the academics in addition to the provision of a budget conscious, related recreational atmosphere that enabled constructive, educational activities including the summer programs such as a softball league in addition to field trips to the library and museums.

Anonymous – New York, NY

1982 – 1988

Teacher ■ 3rd Grade

1986 – 1988

1st Grade

1982 – 1986

- ▶ Instructed all major academic subjects, complied with required curriculums, readied students for standardized testing and implemented catholic teaching throughout the school day for both the regular school year as well as the summer programs.
- ▶ Created a specialized reading environment and program according to the level of student’s abilities with dynamic results and successful reception from Principal and parents alike.

ADDITIONAL PROFESSIONAL HISTORY

Anonymous – New York, NY

Doll Specialist ■ Sales Associate – 2003 – Present

- A Top Sales Producer
- Superior Customer Service
- Doll Presentations & Programs
- Selling Events & Targeted Promotions

Anonymous – New York, NY

Doll Specialist ■ Sales Associate – 2001 – 2002

EDUCATION

Fordham University – Bronx, NY

Master of Arts ■ American History

**Awarded Assistantship*

Mercy College – Bronx, NY

Bachelor of Science ■ *Major* – History ■ *Minor* – Psychology

**Graduated Summa cum Laude ■ 3.7 GPA*

AWARDS & RECOGNITIONS

Outstanding Teacher - Anonymous

Associate of the Month ■ Magician of the Month ■ Twice Recipient of the Applause Award - *Anonymous*

President ■ *Anonymous of New York City – 2007 – Present*