

Nancy J. Smith

ΞΞΞ Ε. Βεατρε Στ.
Μερχερ, ΠΑ 161ΞΞ

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EDUCATION

Bachelor of Science in Elementary Education

12/17/ 2005

Pennsylvania State Certification Grades K-6

Slippery Rock University of Pennsylvania, Slippery Rock, PA

Cumulative GPA: 3.889 / 4.0

Minor: Elementary Mathematics 3.682 / 4.0 GPA

Elementary Math I ▪ Elementary Math II ▪ Math as Liberal Arts ▪ Teaching
Elementary Math ▪ Elementary Statistics ▪ Intermediate Algebra ▪ Elementary
Geometry ▪ Precalculus

PROFESSIONAL EXPERIENCE

Elementary Teacher: Grade 5

Mercer, PA

8/2008 – present

I teach fifth graders in a self contained classroom. We currently teach
Balanced Literacy using Reading and Writing Workshop and Houghton Mifflin
Math. I taught in the after school Title PSSA preparation tutoring program. I was
just elected Mercer Education Association (MEA) building representative for
grades 4-6.

Title I Instructional Aide

8/2006 – 5/2008

Farrell Elementary, Farrell, PA

As a Title I Aide, I assisted with Differentiated Instruction in small groups for
grades K-3 and assisted with administering and scoring benchmark tests.

Tutor/Teacher

Farrell C.O.O.L. Tutor Program

1/2006 – 5/2008

As an afterschool program teacher, I planned and prepared daily activities
with a team teacher and assisted students with homework.

Fulltime/ Day-to-day Substitute Teacher

4/2006 - 6/2006

Farrell Elementary, Farrell, PA

I worked as a substitute teacher mostly at Farrell in various grades.

Teacher's Aide

9/1996 - 5/2001

Son-Shine Preschool, Mercer, PA

Assisted teacher with planning, preparing, and presenting lessons, selected
and purchased snacks, designed sign-in charts, monthly calendars, bulletin
boards, etc.

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PROFESSIONAL EXPERIENCE CONTINUED

Director / Day Care Attendant

9/1998 - 5/2001

Lunch Bunch c/o Son-Shine Preschool, Mercer, PA

Planned and prepared activities and snacks

Recorded financial records, Hired helpers

Born 2 Run, Grove City, PA

8/2004 - 12/2004

Cared for babies in the nursery of the Born 2 Play daycare

Recorded daily activities

PROFESSIONAL PREPARATION

Student Teaching Experience

9/2005 - 12/2005

Farrell Area Elementary School, Farrell, PA

Grade 1, 15 students

Motivated students to learn math by utilizing manipulatives

Encouraged positive interactions by monitoring group work

Created and taught a cross curriculum unit on corn

Grade 6, 41 students, Language Arts Block

Motivated students in English by initiating group work

Encouraged students to write by allowing flexibility on topics

Aided students during Compass Learning computer time

Junior Field Experience

11/2004 - 12/2004

Highland-Park Primary Center, Grove City, PA

Designed and taught one reading lesson using children's literature

Planned and taught one science lesson utilizing a hands-on activity

Conducted an in depth literacy case study on one student

Interviewed personnel working with an autistic student to learn more about inclusion

Organized Professor's schedule for student observations

RELATED VOLUNTEER EXPERIENCE

Tutor

1/2005 - 4/2005

ERASE Anti-Drug Coalition, Farrell, PA

Assisted children in completing their homework and understanding the concepts

Recorded progress of each session

Sunday School Teacher / Children's Coordinator

9/1993 - 5/1998

Mercer United Methodist Church

Wrote & taught weekly lessons, coordinated programs such as Bible School

REFERENCES

Available upon request

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ADDITIONAL WORK EXPERIENCE

Assistant Manager

4/2005 - 8/2005

Shoe and Uniform Warehouse, Grove City, PA

- Conducted sales

- Responsible for opening and closing business, and depositing money

- Received, priced, and displayed merchandise

Sales, Customer Service

6/2000 - 9/2004

Sheetz, Inc., Mercer, PA

- Conducted sales

- Prepared food

- Trained new employees

Cashier, Customer Service

1/1986 - 7/1987

McDonalds, Mercer, PA

- Conducted sales

- Controlled Drive thru

Sales, Customer Service

1/1984 - 1/1986

RMM'S, Hermitage, PA

- Conducted sales

- Stocked merchandise

- Responsible for opening and closing business, and depositing money