

Matthew K. Backer

Matthew Backer is a founding board member and prospective Physical Education Teacher. Matthew has earned his Bachelor's of Science in Physical Education and Health K-12 from Wesley College. He is currently working on his Masters Degree in Sports Administration at Delaware State University and is expected to graduate in 2013. Matthew has 3 years teaching experience in Physical Education and Health. He had the opportunity to start and develop the Physical Education and Health program at his current school. His philosophy focuses on teaching all students how to achieve personal goals through life time fitness. Matthew has a unique and inspiring passion for motivating students to lead healthy and active life styles.

Robyn is currently attending Drexel University for her certification in Advanced Teaching and Curriculum. She has 3 years of Special Education experience. Most recently from Family Foundations Academy, where she sat on the Charter School Network Special Education Coordinator's Council. She has a Bachelor's Degree in Public Relations and a Master's Degree in Elementary Education, and certifications in Special Education and Teaching English as a Second Language.

# **Alfred F. Sowden**

## **Professional Biography**

Al Sowden has over 30 years of progressive and diverse management experience in financial services. He has worked in many different areas such as credit, collections, operations, credit policy, and risk management for financial institutions such as Blazer Financial Services, MBNA America, CoreStates Bank, Bank of New York, DE and Advanta Bank. Al also worked for Fair, Isaac and Company, where he was SVP of the Account Management Division. He has had full profit and loss responsibility for budgets as large as \$42.5mm. Al is a strong leader that does an excellent job of recruiting, training, developing and managing his staff. He is a very fast learner that is confident, self-starter, team player that has a sense of urgency and the ability to make decisions. More recently Al has been doing consulting work for small businesses, helping them increase their efficiency and improve their profitability.

During his career, Al has been very active in both professional and civic groups. He helped organize and form the Delaware Chapter of the International Credit Association and served as its president. He also helped organize and form the Risk Manager's Round Table, which was an organization of the country's top consumer credit risk managers whose goal was to improve the quality of information and tools available to make decisions. Al has also served as president of his civic associations and community pool. He has coached soccer for the Hockessin Soccer Club and basketball for the local YMCA. Al is also active in his church, where he has served on many committees over the years and is currently the chairman of the Finance Committee with responsibility for a budget of close to \$1mm.

# **Renee Valla Zak**

**103 Hickory Spring Road  
Wilmington, DE 19807  
302.545.6803  
[zak4@comcast.net](mailto:zak4@comcast.net)**

Renee Zak began her journey toward helping students with behavior problems as a Therapeutic Staff Support for Holcomb Behavior Associates in Delaware County, PA. Her goal was to fill the gap between school and home with wrap around services that were designed to support the students in school as well as intended to educate the parents in behavior modification tools and techniques. Her work in this area motivated change in the children's behavior as well as helped families experience positive change in their lives. This work became one of Renee's key goals in life.

As a Masters Family Service Specialist with the Division of Family services (DFS), Renee held a caseload of up to 35 working with abused and/or neglected children and their families. She provided treatment services in case planning with the families and outside agencies to ensure safety for the children in the home and good parenting and coping skills for the guardians. Commitment, patience, and caring were qualities that made Renee a successful worker who helped many children in her experience at DFS. During her time at DFS, Renee had many opportunities to work with school counselors. She saw this work as some of the most influential and successful work in helping children and found a path that she wanted to pursue in the area of counseling. She felt that her expertise would be valuable in a school counseling program and that she could help influence change in students' behaviors. That led her to a choice of going back to obtain a Masters degree in Secondary School Counseling.

Shortly after graduation from Wilmington University, Renee accepted a position with 'A Friend of the Family, Inc'. In this role she worked with children in the alternative school setting as a counselor at The Brandywine Community School. She had no idea what a gratifying experience that position would become. She was able to counsel students on a group and individual basis focusing on skill building towards positive behaviors and academic success. Renee's goal with these students was to prepare them with tools and strategies for them to be successful in the regular school setting. With this company she continued to flourish as a lead counselor and was given an opportunity to supervise an elementary school program in two sites. This school was called The Right Choice. The challenge was intimidating at first, but her ethical and team building approach provided both sites with the support that was needed to work with these challenging students.

Renee is currently working for this company; and The Brandywine Community School (BCS) as a Counselor and Transition Coordinator. Being a Liaison for the BCS sending schools gives her the opportunity to work with district administrators and counselors to ensure success for students while at BCS and upon transitioning back to their sending schools. Renee has also had the opportunity to be a part of the Brandywine School District Anti- Bullying Committee. She is a Positive Behavior Support Cadre and team leads staff to develop positive learning environments and prevent behavior problems. Her leadership skills are apparent with her experience as the company's Cooperating Counselor for both Bachelor and Masters level interns.

Renee's goal is to provide students with tools, strategies and knowledge toward putting forth their best effort in school and valuing the right to an education. Working with students' families and community agency contacts help to create a team to give strength toward achieving this goal. Renee is both dedicated to her work as a counselor and a strong support advocate for students and families.

**Matthew Backer**  
3230 Whiteman Road  
Wilmington, DE 19808  
Cell: 302.690.3609  
[mkbacker11@students.desu.edu](mailto:mkbacker11@students.desu.edu)

**Objective:** To pursue a career as a physical education teacher, encouraging children of all ages to take responsibility for the importance of physical activity and recreational opportunities in their lives.

### Education

**Master of Sports Administration** 2011-Present  
Delaware State University Dover, DE

**Bachelor of Science: Physical Education K-12** 2004-2009  
Wesley College Dover, DE

### Teaching Experience

**Delaware College Preparatory Academy** 2011-Present  
*Delaware College Preparatory Academy is a K-5 Charter School located in Wilmington, Delaware with a reading and math focus. (Student population 325; Staff Population: 40)*

- Elementary Physical Education teacher grades K-5.
- Developed the Physical Education and Health curriculum
- Taught the program geared toward Lifetime Fitness at DCPA.

### **Delaware Technical and Community College**

*Delaware Technical Community College is a community college located in Dover, committed to providing open admission, post-secondary education at the associate degree level.*

- Taught the MS Office Technician Program as an adjunct professor in the Technical Corporate Training Department.
- Five week training course that covered: Basic computer skills, Keyboarding, MS Word, MS Excel, MS PowerPoint, MS Access, MS Publisher, and MS Outlook.

### **Delaware Technical and Community College**

*Delaware Technical Community College is a community college located in Dover, committed to providing open admission, post-secondary education at the associate degree level.*

- Taught the MS Office Technician Program as an adjunct professor in the Corporate Citizenship Department.
- Four separate sections of three-day seminar teaching basic computer skills and Microsoft Office Programs to workers from Tidewater Inc.

## Student Teaching

### **Caesar Rodney High school (9-12)**

- 8 weeks of Student Teaching Physical Education/ Health

### **East Dover/Booker T. Washington Elementary (K-5, Special Education)**

- 8 weeks of Student Teaching Physical Education

## Substitute Teaching

***Fairview Elementary*** Dover, DE 2007-2008

College Supervisor(s): Ms. Mary Jane Diemeke & Dr. Curt Hinson

Responsibilities: Created and taught lessons for Physical Education Lessons

***Campus Community High School*** Dover, DE 2004 – 2008

College Supervisor(s): Ms. Mary Jane Diemeke, Ms. Maureen Keister

Responsibilities: Created and taught lessons for Physical Education. Substitute taught for Business, Humanities, Math, Spanish, and Physical Education 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>

***Campus Community Elementary*** Dover, DE 2004 – 2008

College Supervisor(s): Mr. John Powell

Responsibilities: Created and taught lessons for Health and Sex Education. Substitute taught for Physical Education, Spanish and 7<sup>th</sup> grade Science class (K- 8<sup>th</sup>)

***Dover High School*** Dover, DE 2006

College Supervisor(s): Mr. John Powell

Responsibilities: Created and taught lessons for Physical Education and Drug abuse. Substitute taught for Physical Education, Health, English, Math, Computers 9<sup>th</sup> – 12<sup>th</sup> grade

***Central Middle School*** Dover, DE 2009-2010

Responsibilities: Substitute Taught for Language Arts, History 7<sup>th</sup> and 8<sup>th</sup> grade

***William Henry Middle*** Dover, DE 2009-2010

Responsibilities: Substitute Taught for Physical Education, Math, Science

***East Dover Elementary/ South Dover Elementary/ Booker T. Washington Elementary/ Hartley Elementary/ Fairview Elementary*** Dover, DE 2009-2010

Substitute Taught Physical Education K- 4, Special Education

***Kent County Community Secondary ILC/ Capitol School District Elementary ILC***

Dover, DE 2009 -2010

Worked with students with learning disabilities and severe behavioral problems in a small controlled setting.

## Other Work Experience

### **Wesley College Football Academic/Athletic Advisor Graduate Assistant** 2009-2010

- Academically mentor students in the athletic programs.
- Meet with specific students' on a bi-weekly basis and offer assistance or referrals as needed.
- Wrote and contacted coaches about players' weekly reports in the classroom and study halls.

### **Wesley College Academic Resource Center** 2007-Present

- Monitor the Academic Resource Center during Tutoring hours.
- Proctor tests for students with disabilities.
- Supervise the overall tutoring and study area.

### **Progressive Pool Management** 2008-Present

- Managed pools in the summer in New Castle County: Elks Swim Club/ Persimmon Creek Swim Club/ Centerville Swim Club.
- Guard Management, Scheduling and Pool Maintenance

## Certifications

- Initial Teaching Licensure, Delaware, Physical Education K-12
- Certified Pool Operator
- Lifeguard Certification
- Lifeguard Trainer Certified
- First Aid/CPR Certification
- First Aid/CPR Trainer Certified
- ACSM Personal Trainer Certification

## Professional Memberships

Phyr'd Up Club Member 2006 – 2009  
DAAHPERD Member & Conference Presenter 2006 – Present

## Awards

NESA- National Eagle Scout Association.  
Eagle Scout Received Aug. 2004

Activities: Graduate Assistantship (2009 – 2010), Phyr'd Up Club 2006 – 2009, Wesley College Football 2004 – 2010 (player/coach), Football Punter (2004 – 2008), Special Teams Coach (2008 – 2011) Wesley College Intramural Soccer 2005 – 2009, Wesley College Intramural Volleyball (2007 – 2009), Wesley College Intramural Dodge ball (2006– 2009),

Attachment 1: Founding Board Member

Wesley College Security (2005 – 2006), Alumni Affairs (2006 – 2007)



## Attachment 1: Parent Representative

### Brooke Balan

2806 Millcreek Road, Wilmington, DE 19808  
302-540-2613  
thebalans4@comcast.net

---

---

**Performance-driven and results-oriented administrative professional with extensive experience in organizational support, problem management, customer experience, and office management. Exceptional verbal and written communication skills, highly organized, driven by tight timelines, and effective in the resolution of complex issues.**

#### Core Professional Strengths:

- Problem solving
- Balancing multiple projects
- Customer service
- Organization & prioritization
- Verbal & written communications
- Policies & procedures
- Expense monitoring & reduction
- Meeting & event planning

---

---

### CAREER HIGHLIGHTS

**Implemented scheduling system to manage 15 Physical Therapists' schedules across 3 offices**  
**Achieved excellent performance reviews, surpassing all key goals for the last 10 years**  
**Brought resolution to all Delaware therapy offices to long standing problem with a major insurance company**  
**Identified errors in billing process and developed auditing system to increase revenue**  
**Designed new office space during remodeling to promote efficiency of work space**

### PROFESSIONAL EXPERIENCE

#### **Rehabilitation Consultants, Inc.**

##### **Office Manager**

**1997 - Present**

*Oversee daily operations in fast-paced environment of large Physical Therapy practice. Responsibilities include administrative, billing, personnel issues, human resource policies & procedures, customer service.*

- Responsible for creating, maintaining, discharging the treatment charts for 100 patients daily
- Research, negotiate and resolve all insurance benefit and authorization issues & inquiries, averaging 75 per week
- Responsible for reception staff, including interviewing, hiring & conducting performance reviews
- Liaison to all vendors and major service providers including Medicare, insurance companies, imaging centers, other medical offices, Assisted Living Facilities
- Oversee all in-office monetary transactions
- Serve as Compliance Officer, ensuring compliance with accepted policies and procedures, and taking appropriate action for deviation, including conducting counseling / performance warnings as needed
- Head up all office marketing initiatives including design, content, and fulfillment of fliers, prescription pads, signs, correspondence

##### **Marketing Manager**

**1994 - 1997**

*Develop marketing and public relation program for Physical Therapy practice.*

- Represented practice at health fairs and local events
- Responsible for monthly newsletter, including writing and editing all content
- Organized forums to meet with target audience to increase patient base

### EDUCATION

#### **University of Delaware**

**1994**

Bachelor of Science: Human Resources, Concentration in Family Studies

## Attachment 1: Parent Representative

### **COMMUNITY**

Volunteer for the BC Foundation and Brady Kohn Foundation, yearly participant in local Alzheimer's and Breast Cancer walks, including The 3 Day Walk, art director for local vacation bible school, President of Sherwood Park Pool

*References available upon request*

## Brooke Balan

2806 Millcreek Road, Wilmington, DE 19808

302-540-2613

thebalans4@comcast.net

---

---

**Performance-driven and results-oriented administrative professional with extensive experience in organizational support, problem management, customer experience, and office management. Exceptional verbal and written communication skills, highly organized, driven by tight timelines, and effective in the resolution of complex issues.**

### Core Professional Strengths:

- Problem solving
- Balancing multiple projects
- Customer service
- Organization & prioritization
- Verbal & written communications
- Policies & procedures
- Expense monitoring & reduction
- Meeting & event planning

---

---

## CAREER HIGHLIGHTS

**Implemented scheduling system to manage 15 Physical Therapists' schedules across 3 offices**

**Achieved excellent performance reviews, surpassing all key goals for the last 10 years**

**Brought resolution to all Delaware therapy offices to long standing problem with a major insurance company**

**Identified errors in billing process and developed auditing system to increase revenue**

**Designed new office space during remodeling to promote efficiency of work space**

## PROFESSIONAL EXPERIENCE

### **Rehabilitation Consultants, Inc.**

#### **Office Manager**

**1997 - Present**

*Oversee daily operations in fast-paced environment of large Physical Therapy practice. Responsibilities include administrative, billing, personnel issues, human resource policies & procedures, customer service.*

- Responsible for creating, maintaining, discharging the treatment charts for 100 patients daily
- Research, negotiate and resolve all insurance benefit and authorization issues & inquiries, averaging 75 per week
- Responsible for reception staff, including interviewing, hiring & conducting performance reviews
- Liaison to all vendors and major service providers including Medicare, insurance companies, imaging centers, other medical offices, Assisted Living Facilities
- Oversee all in-office monetary transactions
- Serve as Compliance Officer, ensuring compliance with accepted policies and procedures, and taking appropriate action for deviation, including conducting counseling / performance warnings as needed
- Head up all office marketing initiatives including design, content, and fulfillment of fliers, prescription pads, signs, correspondence

#### **Marketing Manager**

**1994 - 1997**

*Develop marketing and public relation program for Physical Therapy practice.*

- Represented practice at health fairs and local events
- Responsible for monthly newsletter, including writing and editing all content
- Organized forums to meet with target audience to increase patient base

## EDUCATION

### **University of Delaware**

**1994**

Bachelor of Science: Human Resources, Concentration in Family Studies

## COMMUNITY

Volunteer for the BC Foundation and Brady Kohn Foundation, yearly participant in local Alzheimer's and Breast Cancer walks, including The 3 Day Walk, art director for local vacation bible school, President of Sherwood Park Pool

***References available upon request***

## Attachment 1: Teacher Representative

**Eric Lee Pugh**

---

**1218 Elm Street • Wilmington, Delaware 19805, (267) 800-6734  
epugh23@hotmail.com**

### **Assistant Principal**

Dynamic, resourceful teaching professional with a genuine interest in student's cognitive and social growth. Actively involved in all areas of education including curriculum development, teacher mentoring, student career preparation, and community work. Combine strong passion for motivating and inspiring children, creating a fun and challenging learning environment. A self-driven leader with excellent communication and interpersonal skills who effectively collaborates with all levels of staff members and fosters quality relationships with students. Key strengths include:

- Student Evaluation & Assessment
- Student Discipline
- Progress Monitoring
- Honors & College Readiness
- Classroom Management

**EDUCATION    Doctorate of Education, Educational Leadership  
Delaware State University, Dover, DE  
Expected Graduation Date: May 2014**

**Master of Education, School Counseling  
Wilmington University, Wilmington, DE May 2011**

**Master of Education, Special Education (Grades K-12)  
Wilmington University, Wilmington, DE January 2010**

**Master of Education, Instruction: Teaching and Learning  
Wilmington University, Wilmington, DE May 2008**

**Master of Education, School Leadership  
Wilmington University, Wilmington, DE May 2007**

**BA, History and Political Science, Minor: Sociology  
Greensboro College, Greensboro, NC, May 2004**

**Certifications**

- Special Education (K-12)
- Autism and Severe Disabilities (K-12)
- School Counseling (1-8)
- Principal/Assistant Principal
- School Leader I
- Special Education Director

**HONORS/  
ACTIVITIES**

- USA Athletes International Baseball Team, 2005, Stockholm Sweden
- International Reading Association, Wilmington University
- Greensboro College Dean's List, 2003-2004
- Philadelphia Futures Organization for Gifted Students, 1995-1999
- Greensboro College Varsity Baseball, 4 Year Starter, 1999-2003

## Attachment 1: Teacher Representative

- RELATED EXPERIENCE**
- Harlan Elementary School**  
**3<sup>rd</sup>-5<sup>th</sup> Grade Inclusion (Autism and Severe Disabilities), August 2011-Current**
- Team teach with Regular Education Teacher all subject matter
  - Participate in IEP meetings concerning student progress
  - Boys Basketball Coach
  - Equity and PBS Team
  - Director of Harlan Recycling Program
  - Family Engagement Team
  - Odyssey of the Mind Coach
- Thomas Edison Charter School**  
**3<sup>rd</sup> and 6<sup>th</sup> Grade Special Education Teacher (TAM Classroom), November 2009-July 2011**
- Team teach with Regular Education Teacher all subject matter
  - Participate in IEP meetings concerning student progress
  - Assist Special Education Coordinator with administrative duties (i.e. compliance)
  - Boys Basketball Coach for Junior Academy
- High Road School of Delaware**  
**Head Special Education Teacher, June 2007-October 2009**
- Teach children ages 14 – 21 years old all subject matter
  - Mentor new teachers with staff development and pedagogy
  - Participate in IEP meetings concerning student progress
  - Served on school's leadership committee
  - Organized games/activities for P.E. classes
  - Crisis trainer and coordinator
  - Football and Basketball Coach
- OTHER EXPERIENCE**
- Extended School Year Special Education Director, High Road School, Summer 2008/2009**
- Facilitated school operations during summer school sessions
  - Provided guidance for teachers and staff with professional development and support
- Internship/Practicum**
- Practicum-Wilmington University- Site: Thomas Edison Charter School, Spring 2011**
- Provide individual and group counseling sessions for grades K-6
  - Consulted with support staff and student guardians regarding student progress
  - Involved with crisis prevention and behavior intervention
- Internship- Wilmington University- Site: High Road School of Delaware, Spring 2007**
- 120+ administrative hours with principal on school leadership.
  - Worked with principal in development of a school leader through mentoring.
  - Participated and worked in various meetings such as IEP, disciplinary, and district meetings.

References upon request

Attachment 1: Teacher Representative

## Robyn M. Sheehan (Gelman)

507 Langwater Drive ♦ Newark, DE 19711 [Sheehan.robyn@gmail.com](mailto:Sheehan.robyn@gmail.com) ♦ Cell: 302.932.1847

### EDUCATION

---

#### **Certification in Advanced Teaching and Curriculum**

*Drexel University*

*Graduation Expected: Fall 2014*

#### **Masters of Elementary Education**

GPA: 3.84

*Wilmington University*

*Graduated: January 2011*

- **Certifications:** *Teacher of Exceptional Children Grades K-12 & Teacher of Elementary Grades K-6*

#### **TEFL Certification**

June 2010

*TEFL Institute*

Madrid, Spain

#### **Bachelor of Arts in Journalism/ Public Relations /Minor in English**

Major GPA: 3.5

*Hofstra University*

*Graduated: December 2005*

### PROFESSIONAL EXPERIENCE

---

#### **Special Education Teacher**

August 2010 – February 2012 \*Maternity

*Family Foundations Academy*

*New Castle, Delaware*

- DCAS/ DCAS Alt 1 certified administrator
- Selected member of the school DATA Team
- Member of the content and bias review committee for the DCAS Alt 1 (2010-2011)
- Selected representative for the CSN Special Education Coordinators Council (2010-2011)
- Measurable student growth for both the DCAS and IEP goals

#### **English Professor**

June 2010 – August 2010

*Forenex Summer Courses*

*Madrid, Spain*

#### **Substitute Teacher**

January 2010 – June 2010

*Substitute Teaching Service*

*Newark, DE*

#### **Pre-Kindergarten Teacher**

June 2008- January 2010

JCC Early Childhood Center

*Wilmington, DE*

#### **WESTERN YMCA - WILMINGTON, DE**

**PROGRAM ADVISOR, YOUTH IN GOVERNMENT**

FEBRUARY 2001 – FEBRUARY 2009

**PROGRAM ADVISOR, MODEL UNITED NATIONS**

FEBRUARY 2001 – FEBRUARY 2009

**UNIT DIRECTOR, DAY CAMP**

SUMMER 2008

#### **BRANDYWINE YMCA – WILMINGTON, DE**

JANUARY 2008 – JUNE 2008

**SITE COORDINATOR, BEFORE/AFTER CARE**

### OTHER RELEVANT WORK EXPERIENCE

---

Senator Thomas R. Carper, Education Intern

Jay's Childhood Cancer Foundation, Education/ Promotion Intern

Radio Disney Education/Promotions Internship

**Attachment 1: Founding Board Member**

Student Activities Undergraduate Assistant, Hofstra University



Attachment 1: Founding Board Member

Christine T. Smith  
34 Rankin Road, Newark DE 19711  
(302)-598-7789  
Email- [christy.smith0809@gmail.com](mailto:christy.smith0809@gmail.com)

OBJECTIVE:

To obtain an Elementary or Middle School English Language Arts teaching position that facilitates students to reach their full potential.

EDUCATION

Bachelor of Science in Education  
Certification in Middle School English Language Arts  
University of Delaware, Newark, DE- May 2009

Praxis I and II successfully completed  
Meets highly qualified testing requirements for DE, MD, NJ

TEACHING EXPERIENCE

Professional Teaching:

*Pike Creek Christian School, Newark, Delaware*

Taught 4<sup>th</sup> and 5<sup>th</sup> grade students (2011-Present)  
Taught 4th and 5th grade students in all subject areas. Communicated clearly with parents through emails daily. Adapted quickly to new online grades system. Identified specific needs in math and reading and crafted the curriculum to meet the learning styles of the students. Implemented hands on experiments and physically active activities to enhance learning. Integrated technology in units such as powerpoint, internet research, Skype, and smart boards. Involvement in extra curricular activities such as volleyball and drama. Sat on the advancement committee and hosted a successful awareness event.

*Family Foundations Charter School, New Castle, Delaware*

Taught 6<sup>th</sup> grade English Language Arts to 4 classes of an average of 20 students. Successful in the implementation of the Learning Focused Model which allowed the transformation from standards to learning and integrates all levels of thinking. Attended professional development meetings to enhance student performance. Successful in raising (2010-2011). Collaborated with other sixth grade teachers to develop cross-curricular activities. Developed online classroom website to allow classroom updates and homework communication. Planned and executed fundraisers, field trips and school store. Raised DCAS ELA scores.

*Fred Fifer Middle School, Caesar Rodney School District, Camden, Delaware*

Taught grades 6-8 in all subject areas to the Alternative Behavior students. Successful in the designing and implementation of a behavioral level system to transition the students back into the regular classrooms. Taught in small groups to specific grade levels in ELA, Social Studies and Science to meet Delaware State Standards. Co-planned with the math

## Attachment 1: Founding Board Member

liaison to create a math program targeting core Delaware Math State Standards for all middle school grade levels. Assisted in the Level 4 behavior classroom in the area of ELA. Became efficient in Eschool and Home Access Center to enhance parent communication. (2009-2010)

### Student Teaching:

#### *Cherry Hill Middle School, Cecil County District, Elkton, Maryland*

Assumed all teacher responsibilities. Designed and taught a variety of lessons along with a unit on the novel and play The Hound of the Baskervilles written by Sir Author Conan Doyle, based on Maryland State Standards, to three, seventy-two minute classes. (Fall 2008)

#### *Calvert Elementary School, Cecil County District, Elkton, Maryland*

Assumed all teacher responsibilities. Designed and taught a variety of lessons and a unit on American symbols and people, based on Maryland State Standards in a creative way for 26 second graders, of diverse learning abilities. (Fall 2008)

### Methods:

#### *Cherry Hill Middle School, Cecil County District, Elkton, Maryland*

Designed and taught a mini unit on the story Water of Gold, based on Maryland State Standards, to two, seventy-two minute classes. (Spring 2008)

#### *Calvert Elementary School, Cecil County District, Elkton, Maryland*

Designed and taught a variety of lessons such as the prediction reading strategy, American Government, and astrology, all based on Maryland State Standards to fourth grade students. (Fall 2007)

## ADDITIONAL EXPERIENCE

Enrichment tutor, Grades 3-5 at Pike Creek Christian School, Newark, DE.  
(Spring 2009)

Cheerleading Coach, Grades 6-8 at Pike Creek Christian School, Newark, DE.  
Established the extra curricular activity in Spring 2008, continued through Spring 2009.

Summer Camp Drama Director, Ages 3-13 at Independence School, Newark DE.  
(Summer 2008)

Extended Care Counselor, Ages 4-5 at Independence School, Newark, DE.

## Attachment 1: Founding Board Member

(Spring 2008)

Substitute Teaching, Grades K-8 at Pike Creek Christian School, Newark, DE.  
(Fall 2005 – Spring 2009)

Summer Camp Counselor, Ages 9-13 at Pike Creek Christian School, Newark, DE.

(Summer 2003-2007)

Extended Care Counselor, Grades K-4 at Pike Creek Christian School, Newark DE. (Fall 2003- 2006)

### PROFESSIONAL DEVELOPMENT

Seminars and pre-service workshops attended in 2011-2012 include: ACSI Association Certification

Seminars and pre-service workshops attended in 2010-2011 include: Learning Focus, Dyslexia awareness, Common Core Standards

Seminars and pre-service workshops attended in 2009-2010 include: Read 180 Workshop, Converging Curriculum Workshops, CMP Workshops, History Literacy Project, DSTP training, DCAS I and II Training

Seminars and pre-service workshops attended in 2008-2009 include: Family Conferencing, Signs of Abuse and Neglect, Classroom Management

### HONORS AND ACTIVITIES

Dean's List

Secretary of Delaware Young Republicans

Children's Ministry at Christ Community Church

Fellowship of Christian Athletes

Drama Club

Advancement Committee

### REFERENCES

Upon request

## Michael F. Smith

34 Rankin Road, Newark DE 19711

302-290-7726

E-mail - [msmith2288@gmail.com](mailto:msmith2288@gmail.com)

---

**OBJECTIVE:** Community relations, external affairs, government affairs, or managerial relations that allow me to utilize my interpersonal skills with the opportunity for growth.

**EDUCATION:** UNIVERSITY OF DELAWARE, Newark, DE  
B.A., Political Science May 2007  
Overall GPA: 3.23/4.0 Rank: 1353/3299

University of Delaware, Newark, DE  
Masters, Public Administration February 2011-May 2013  
Overall GPA: 3.7/4.0

**SKILLS/Certifications:** Knowledge of Microsoft Office (Excel, PowerPoint, Microsoft Word), XP, Vista, Windows 7, MAC, Prezi, CPR Certified

### EXPERIENCE:

January 2012-  
Present  
New Castle County Chamber of Commerce  
Manager-Greater Newark Economic Development Partnership  
Manage the partnership between the University of Delaware, City of Newark and New Castle County Chamber of Commerce to promote the expansion, growth and new business in the Greater Newark area. Host roundtable discussions with the Partnership entities and developers/brokers, large employers, tech companies and elected officials, host fundraisers, host community networking events, host an annual Buy-Local campaign, hold annual site visits with employers in the Greater Newark area, manage social media tools and public outreach, managed brand study of logo, tag line, key messaging, implementation plan and website development, interface with site consultants, professors, entrepreneurs and targeted industry leaders for business growth in Greater Newark. Work with Select Greater Philadelphia on a high-tech media tour for the region. Host an annual golf tournament. Write and manage monthly e-newsletter publication that is distributed to all stakeholders and community members. Manage annual budget. Develop and implement an annual fundraising, communications, market strategy and work plan annually.

May 2011-  
January 2012  
Verizon Telecom  
Business Solutions Manager  
Manage the state of Delaware, Delaware County, and Chester County territories for new customer acquisition and retention of small to medium size businesses, held to monthly sales goal/quota as well as unit goal/quota

for FIOS, dsl, telephone lines, and other products and services to bring business customers a complete business solution, work with local technician, construction, and engineering managers for an cross departmental plan for full customer satisfaction, attend Chamber of Commerce events, marketing events, and business expos for community outreach and business networking

August 2010-  
May 2011

**Comcast Corporation**

Supervisor-Advanced Solutions

monitor, coach, and speak to transitional sales rate for up to 26 agents through daily and monthly sales goal for departmental and divisional standards; co-wrote the transitional sales rate training for the Eastern Division; trained the Visualize and Attack Training program for the Service Department; handled administrative duties for agents; handled the hiring, corrective action and termination process through enablement plans and coaching sessions ;ran reports for departmental enhancements and agent stack rankings; monitored and coached multiple other metrics to meet goals and company standards

February 2009-  
August 2010

**Comcast Corporation**

CAE-Advanced Products

Sales: high speed internet, cable, Comcast digital voice with all related products and equipment through cold calling and inbound calls; team lead six times, top sales person on my team five months, in the top ten sales people in the Freedom Region for the months of August and September, customer relations, high speed internet and wireless trouble shooting, maintaining top metrics through productivity and quality, team building

June 2008-  
November 2008

**Castle for Congress Campaign**

Field Director

Organizing events, talking with constituents, decision making on campaign materials, managing staff, sign placement, strategy brainstorming and execution; ; met deadlines and quotas/goals for fundraising and monetary contributions, writing thank you letters, supermarket polling analysis and volunteer placement based off results for primary and election day

January 2008-  
December 2010

**Castle for Congress Campaign, Wilmington, DE**

Assistant Finance Director

Assisted in sales of \$1.8 million with businesses and political action committees through meetings, events, cold calls, letters and email solicitation; utilized spread sheets through excel and wrote presentations and letters in Microsoft Office; met deadlines and quotas/goals for fundraising and monetary contributions, writing thank you letters, community outreach with local non profit organizations

September 2007 -  
December 2007

**Steve McDonald for Senate Campaign, Lancaster, PA**

Campaign Managing/Field Director

Worked and strategize spread sheets, executed literature drops, worked

Attachment 1: Board Member

with volunteers, assisted in sales of \$100,000 plus through spread sheets and fundraisers, participated in meetings, data input, community outreach, and polling

May 2006 -  
November 2006

**Ferris Wharton for Attorney General**, Wilmington, DE  
Assistant Director of Communications

Worked on spreadsheets, coordinated volunteers, helped promote and direct fundraising events, organized and executed literature drops and community outreach, door knocking with the candidate.

January 2006 -  
March 2006

**Attorney General Carl Danberg**, Wilmington, DE  
Intern

Attended Court to observe and evaluate prosecutors, court runner, and filing, copies, worked with paralegals to take intakes from police officers.

**HONORS and  
MEMBERSHIP:**

Dean's List in undergraduate and graduate work  
Mortar Board National Honor Society  
President of the Delaware Young Republicans  
Sunshine Foundation Member  
Member of Marketing Advancement Team at Pike Creak Christian School  
New Castle County Flag Football  
Business Advisory Committee for Christina School District  
University of Delaware 2013 Policy Challenge Team

**REFERENCES:**      Furnished Upon Request

## Katherine Rae Sookhoo

---

20 Lara Lane, Wilmington, DE 19808

302-377-7476

ksookhoo@gmail.com

### EDUCATION

#### **Juris Doctor** (*December 2002*)

*J. Reuben Clark Law School, Brigham Young University, Provo, UT*

- University Scholarship, 2000-2002
- International Moot Court Jessup Team Member, 2001-2002
- Attended the Summer Institute of the University of Guanajuato, Mexico, 2001
- Bonner Leadership Program, Participant, 2002
- Taught a Graduate Level Mediation Course at Brigham Young University, 2002

#### **Bachelor of Arts**, *Brigham Young University, Provo, UT (December 1999)*

- History Teaching Major/Political Science Teaching Minor
- Academic Merit Scholarship, 1997-1999
- Golden Key Honor Society, Member
- Student Teacher, Cooperative Program, Orem Junior High School, Orem, UT, 1999

### MEMERSHIPS

**Pennsylvania State Bar, June 2003**

**New Jersey State Bar, December 2004**

### EXPERIENCE

**Associate**, *Fox Rothschild LLP*, Philadelphia, PA, Fall 2006 to present

- Draft petitions, motions, and complaints related to the dissolution of marriage, custody, support, Protection From Abuse claims
- Draft Property Settlement Agreements, and Pre-Nuptial Agreements
- Attend hearings regarding equitable distribution of property, custody and support of children, Protection From Abuse claims
- Handle pro bono family law cases, including adoptions

**Associate**, *Karen Ann Ulmer, P.C.*, Langhorne, PA, Spring 2004 to Fall 2006

- Drafted petitions, motions, and complaints related to the dissolution of marriage, custody, support, Protection From Abuse claims
- Drafted Wills, Power of Attorney, Living Will, Property Settlement Agreements, and Pre-Nuptial Agreements
- Attended hearings regarding equitable distribution of property, custody and support of children, and Protection From Abuse petitions

**Associate**, *The Law Office of Don Pak*, Philadelphia, PA, Spring 2003 to Winter 2004

- Researched, analyzed, and drafted memos, letters, and petitions relating to the field of Immigration Law

Attachment 1: Board Member

- Drafted Marriage Dissolution complaints and marriage settlement agreements
- Drafted Agreement of Sales, Bill of Sales, and Lease Agreements
- Court Appointment by Judge DeLeon to try misdemeanor cases
- Drafted Petitions for Review to the Third Circuit Court of Appeals

**Student Teacher**, *Brigham Young University*, Provo, UT, Fall 2002

- Taught Graduate Level course in Mediation
- Prepared and presented class lessons, assignments, and examinations
- Monitored students as they applied their mediation skills in our classroom

**Law Clerk**, *Fourth Judicial District Court*, Commissioner Patton, Provo, UT, Fall 2002

- Drafted Minute Entries, decisions, and memorandum relating to family law and property issues
- Researched and analyzed Utah civil procedure issues regarding proper service of process and amendment of final judgments

**Law Clerk**, *Department of Justice, Philadelphia Immigration Court*, Judges Honeyman and Ferlise, Philadelphia, PA, Summer 2002

- Drafted decisions and motions, including asylum decisions, adjustment of status decisions, and motions to reopen
- Researched legal issues and drafted memorandums regarding the LIFE Act and reinstated final orders, Pleas and Plea Agreements in relation to the *St. Cyr* decision, and authentication of foreign documents

**Law Clerk**, *Duncan Honn*, Portland, OR, Summer 2001 (offer extended)

- Drafted legal documents including a structural warranty and contract clauses
- Researched and analyzed legal issues regarding meretricious relationships, wills, bankruptcy filings, and medical malpractice

**Law Clerk**, *The Law Office of Jeff S. Salisbury*, Eugene, OR, Summer 2001, Winter 2004

- Legal research and writing including securities, investment, and finance issues

**SERVICE &  
INTERESTS**

**President**, Marriott School of Management Philadelphia Chapter, September 2012 to present

**Executive Board Member**, Marriott School of Management Philadelphia Chapter, September 2011 to September 2012



Attachment 1: Board Member

**Liason**, J. Reuben Clark Law School/ J. Reuben Clark Society,  
Philadelphia Chapter, Fall 2009 to present

**Chapter Chair**, J. Reuben Clark Society, Philadelphia Chapter, Fall 2007 to  
Fall 2009

**Attorney Advisor**, *Conwell Egan High School*, Fairless Hills, PA, Mock  
Trial Team 2005

**Volunteer Tutor**, *Slate Canyon Youth Correctional Facility*,  
Provo, UT, 1998-2002

**Pennsylvania Bar Association**, *Women in Professions Committee*,  
*Family Law Section*

Outdoors, Hiking, Traveling, Reading, Skiing, and Boating

## Attachment 1: Founding Board Member

### Alfred F. Sowden

14 Union Station Road  
Newark, DE 19711  
Home : (302) 235-1853  
Cell : (302) 983-9075

E-Mail: [asowden@comcast.net](mailto:asowden@comcast.net)

**STRENGTHS** Thirty plus years of progressive and diverse management experience. Excels at analyzing problems, providing practical solutions, implementing and monitoring progress for desired results. Strong leader that does a good job of recruiting, training, developing and managing his staff. Confident, independent, self-starter with competitive drive, team player, a sense of urgency and the ability to make decisions. A fast learner, who can react and adjust quickly to changing conditions.

**EXPERIENCE** **6/2010 – 7/2011** **Suntricity Power** New Castle, DE  
**Operations Manager**

Responsible for managing the operations area of this solar power installation company. Recruit, train, develop and manage the installation and administration staff. Ensure all projects are scheduled and completed in a timely fashion, and ensure all required paperwork is completed and submitted to the appropriate authorities judiciously. Monitor and order supplies as needed.

**2/2009 – Present** **AFS Consulting** Wilmington, DE  
**Self Employed Consultant**

Independent consulting work for several different financial services companies. These projects included such things as: advising a financial services client on a very important contract negotiation, helping a small business improve its efficiency and profitability, and rewriting the job descriptions for another client.

**9/2003 – 2/2009** **Advanta Bank Corp.** Horsham, PA  
**VP, Client Services Fulfillment Management Group (Operations)**

Full P&L responsibility for this \$24.5 mm Operations area including: Managing the strategic relationships with the assigned vendors (FDR, MasterCard, VISA, etc.); negotiating, reviewing and monitoring contractual Service Level Agreements results with assigned vendors; supervising the FDR Platform Management Operations Group, the Fulfillment Group and other groups as assigned, as well as overseeing complex business-critical new product and enhancement project initiatives relating to the assigned vendors systems.

**8/2001 – 9/2003** **AFS Consulting** Wilmington, DE  
**Self Employed Consultant**

Independent consulting work for several different financial services companies. These projects included such things as: being a project manager for a portfolio conversion unto a new outsourced processor software system, doing a market assessment of an account origination system; and advising a client on a very important contract negotiation.

**10/2000 – 7/2001** **Fair, Isaac & Co., Inc.** New Castle, DE  
**VP, Global Processor Alliances Market Manager**

Full P&L responsibility for this \$42.5 mm Global Market including: strategic planning; contract negotiation, management and growth of existing alliances (FDR, TSYS, Equifax, etc.); new alliance development; R & D, pricing and support of the products/services offered for this market; providing direction for a team of 43 employees through 5 direct reports located in 4 different geographic locations in the areas of software, analytic models and client support.

## Attachment 1: Founding Board Member

**2/1997 - 9/2000 Fair, Isaac & Co., Inc. New Castle, DE  
SVP, North American Markets – Alliance Management and Delivery**

Full P&L responsibility for this \$25.1 mm North American Market including: strategic planning; management and growth of existing alliances (FDR, TSYS, Equifax, etc.); new alliance development; R & D, pricing and support of the products/services offered for this market; providing direction for a team of 86 employees through 3 direct reports located in 2 different geographic locations in the areas of alliance management, software development & support, analytic model development and client support.

**8/1994 - 1/1997 Fair, Isaac & Co., Inc. San Rafael, CA  
SVP, Account Management Division**

Full P&L responsibility of this \$16 mm global division for all aspects of the development, delivery, documentation, training, and consulting for all Account Management credit risk software products and customer support services.

**1/1992 - 7/1994 Fair, Isaac & Co., Inc. San Rafael, CA  
Manager, ACS Strategy Consulting Group**

Responsible for the recruiting, training, development and management of a staff of 15 professional risk management strategy consultants who helped clients design, interpret results and develop new challenger strategies for use in the TRIAD Adaptive Control System with a revenue budget of \$3.6 mm.

**5/1991 – 12/1992 The Bank of New York (DE) Newark, DE  
VP, Risk Manager Group Head – Collections Department**

As head of the collections department, was responsible for: all collection policies and procedures; management of credit risk including acquisition and account management control systems; training, developing and managing a staff of 6 Officers and 213 employees; and managing an annual budget of \$8.5 mm.

**6/1986 - 5/1991 The Bank of New York(DE) Newark, DE  
VP, Risk Manager Group Head – Credit Department**

As head of the credit department, was responsible for: all credit policies and procedures; management of credit risk including application processing and account management control systems; training, developing and managing a staff of 4 Officers and 80 employees; and managing an annual budget of \$5.25 mm.

**EDUCATION Bachelor's of Science Degree University of Delaware Newark, DE**  
Major in Business Administration with a concentration in Marketing.

**Management of Managers University of Michigan**  
Successfully completed this 1-week executive training course.

**ACTIVITIES and** - Charter Members of the Risk Manager's Round Table

## Attachment 1: Founding Board Member

### **INTERESTS**

- Member of the Society of Certified Consumer Credit Executives
- Past President and Board Member of the International Credit Association of Delaware
- Past Member of the Credit Bureau Advisory Group
- Sports enthusiast

## Melissa A. Whitehead

606 Geddes Street ● Wilmington, Delaware 19805 ● Phone Number: 631-873-7228 ● [MelissaAWhitehead@yahoo.com](mailto:MelissaAWhitehead@yahoo.com)

Objective: To obtain a school administrative position that allows me to utilize my educational leadership skills and knowledge.

### Education

<b>Doctor of Education: Educational Leadership</b>	2011-Present
Wilmington University Wilmington, DE	
<b>Master of Education: School Leadership</b>	2009-2010
Wilmington University Wilmington, DE	
<b>Bachelor of Science in Human Resources, Education and Public Policy</b>	
<b>Minor in Coaching Science</b>	
University of Delaware Newark, DE	2004-2008

### Relevant Experience

<b>Wireless Generation</b>	Wilmington, Delaware
<i>Educational Data Instructional Coach</i>	2012-Present

- Coach small groups of teachers and/or instructional coaches in analyzing data and using data to differentiate instruction.
- Facilitate meetings of Professional Learning Communities.
- Observe teacher practice and provide feedback to individual teachers.
- Support teachers in the use of state and local data systems.
- Support school-based data coaches and school and district leadership teams.
- Travel to assigned schools to deliver services and build strong relationships with administrators and teachers.
- Provide regular written status reports to project management team.

### **Delaware College Prep Academy**

Wilmington, Delaware

Delaware College Prep Academy is a K-5 Charter school with a Math and English Language Arts Focus. (Student population: 275, Teaching Staff: 25)

### Administrative Experience

2011-2012

#### *Curriculum and Instruction*

- Analyze and evaluate current curriculum, including research and development of best practices, develop math scope and sequence, ELA, and standard based assessments according to prioritized standards established by the state. Coordinated and administer whole school Delaware Comprehensive Assessment System (DCAS) and Measures of Academic Progress (MAP).
- Collect, analyze and present test score data to school staff, parents and school board. Lead grade level team meetings and worked one on one with teachers to use data to develop data driven lessons.
- Organize and lead Professional Development for all teachers on best practices, curriculum, classroom management, team building and data analysis. Collaborated with data coach to plan and schedule data professional development sessions.
- Observe, evaluate and offer feedback to teachers through Delaware Performance Appraisal System (DPAS II), informal observations and walk throughs.
- Conduct teacher interviews and hire new teachers
- Developed K-4 daily schedule, school calendar and planned school events such as curriculum night, DCAS information night and open house.
- Collaborate with student support and Special Education to manage behaviors. Supported and attended IEP, 504 and behavior plan meetings.

Attachment 1: Principal/School Leader Candidate

- Trained teachers and lead implementation for Response to Intervention
- Write Grant(s) - Local Education Agency (LEA) grant (\$186,000), Longwood gardens grant (\$250,000), 21<sup>st</sup> Century grant
- Northwest Evaluation Association (NWEA) Test Coordinator
- Delaware Comprehensive Assessment System (DCAS) Test Coordinator
- Science Training/Kit Coordinator
- Read to Succeed Program Coordinator
- Homeless Liaison
- Individuals with Disabilities Program Coordinator
- Title I, Part A Making High Poverty Schools Work Coordinator
- Title II, Part A: Teacher and Principal Training and Recruitment Coordinator
- Professional Development Management System Coordinator

**Delaware College Preparatory Academy**

Wilmington, Delaware

**Teaching Experience**

2008-2012

*Second grade teacher*

- Implement second grade curriculum for Math, English Language Arts, Science, Social Studies, Spanish and Character Development
- Use student data to create rigorous standard-based unit and lesson plans

*First grade teacher*

- Implement first grade curriculum for Math, English Language Arts, Science, Social Studies and Character Development
- Use student data to create rigorous standard based unit and lesson plans
- Create first grade Social Studies scope and sequence

*First and second grade Team Leader*

- Lead professional development and team meetings to overcome challenges and review data to increase student achievement
- Develop Math Scope and Sequence for K-5
- Coordinate with administration to create curriculum and school schedules
- Organize school wide activities for fall, winter, and 100<sup>th</sup> day of school festivals

*Northwest Evaluation Association Test Coordinator*

- Input all students K-2 into Northwest Evaluation Association data base
- Lead Professional Development on proctoring the Measure of Academic Progress (MAP) Testing
- Create Proctoring guidelines and instructions for teachers

*Board Member*

2008-2010

- Teacher representative on the school board
- Attended all board meetings, executive sessions, retreats and served on the academic accountability committee.

**Family Foundations Academy,**

**New Castle, Delaware**

2010- 2011

Family Foundations Academy is a K-7 charter school which hosts approximately 600 students and 40 staff members.

*Data Analyzer for grades K-7*

- Analyze Delaware Comprehensive Assessment System (DCAS), Measure of Academic Progress (MAP), curriculum and discipline data. Developed presentations of the data along with school improvement plans for increase assessments results and presented to staff and school board.
- Facilitate and lead professional developments on Response to intervention, common core

## Attachment 1: Principal/School Leader Candidate

standards, data analysis and goal setting. Lead grade level team meetings and one on one teacher meetings to help analyze and identify strengths and areas of improvement to increase student achievement

- Coordinate and Monitor Saturday Academy
- Collect and analyze teacher data binders, Response to intervention goals and class goals

### *Third Grade Teacher*

- Implement third grade curriculum for Math, English Language Arts, Science and Social Studies
- Use student data to create rigorous standard based unit and lesson plans. Analyzed individual student data to integrate data driven instruction specific to students needs
- Prioritize third grade standards to create a rigorous pacing guide and scope and sequence.

### *Mentor*

- Mentor first year teachers in cycle 1 of the State of Delaware Mentoring Program
- Observe and work with teachers to improve classroom environment

### **Additional Experience**

#### **Delaware Department of Education**

June 2011

##### *Science Standard Extensions Panel*

- Collaborated with teachers and the Delaware Department of Education in writing extended common core science standards that meet the needs of special education students.

#### **Delaware Interscholastic Athletic Association**

2008-2011

##### *Chairperson for Academic All American*

- Coordinated nomination process for Academic All American candidates
- Selected based on set criteria nominees that qualified for Academic All American Award
- Presented players throughout the state of Delaware Academic All American Awards

#### **Rippin' Rope Lacrosse**

2008-2011

##### *Girls Director*

#### **Charter School of Wilmington Wilmington, Delaware**

##### *Varsity Head Coach*

2008-

2010

### **Professional strengths:**

- in-depth knowledge of budget, curriculum and performance standard development
- Excellent leadership qualities and team building skills
- In-depth knowledge of classroom evaluation and school administration in compliance with Delaware Educators Association (DEA).
- Excellent written and verbal communication skills
- Experience in program assessment and evaluation
- Excellent management and organizational skills

### **Licenses:**

#### **Granted by the State of Delaware:**

Principal/Vice Principal License K-8

January 2011

School Leader I

January 2011

General Elementary K-6

January 2009

### **Certificates:**

- eLearning Certification in Improving Reading and Writing in Content Standards, Visual Learning Strategies in the Classroom and Fostering Innovation and Creativity in the Classroom.
- Certification earned as a Delaware Comprehensive Assessment System (DCAS) test administrator.
- Certification earned in all cycles of Learning Focused.
- Certification earned in Math and English Language Arts Common Core training.

### **Skills, Hobbies and Interests:**

*Division I Scholarship Varsity Lacrosse Athlete, University of Delaware*

2004-2008

## **Renee Valla Zak**

103 Hickory Spring Road  
Wilmington, DE 19807  
302.545.6803  
[zak4@comcast.net](mailto:zak4@comcast.net)

### **Education**

**Wilmington University, New Castle, DE** 09/03-01/06  
Masters in Education – Secondary School Counseling

**University of Delaware, Newark, DE** 09/90-01/96  
Bachelor of Arts  
Major: Psychology

### **Employment**

***A Friend of the Family, Inc.*** 09/06-Present  
**The Brandywine Community School** 09/06-08/09 & 09/10-Present  
**Counselor and Transition Coordinator**

- Counsel students in an alternative school environment
- Implement a program designed to teach students various strategies to enhance their behavioral and academics performances with the goal of the students returning to their home school.
- Facilitate students' intake meetings and transition meetings
- In charge of providing follow-up services for students after transition back to sending school
- Work with Administration, Guidance Counselors and Teachers from the sending schools
- Create and run group counseling sessions as part of the school curriculum
- Individual, Group, Academic & Career Counseling
- Test Administrator for DSTP
- Family Intervention , home visits and coordination of care with outside agencies
- Staff Development Coordinator
- Create and implement Functional Behavioral Assessments and Behavior Intervention Plans
- Provide trainings for FBAs and Behavior Plans within and outside of A Friend of the Family, Inc.
- Implement 504 plans and Individual Educational Plans
- Positive Behavior Support (PBSDE) Cadre & Team Leader
- Anti-Bullying Committee for The Brandywine School District
- Cooperating Counselor for both bachelor and masters level counseling interns

**The Right Choice School** 08/09-09/10  
**Supervisor**

- Manage two sites of an elementary alternative program including Kindergarten through 8<sup>th</sup> grades
- Lead a team of Counselors, Teachers and Students Advisors in the creation and implementation of class instruction, lesson plans and students assessment in conjunction with the state learning regulations
- Team leader and mentor for Counselors with The Right Choice School and The Brandywine Community School
- Emphasized open communication with colleagues, students, families and community
- Team leader for all meetings with sending schools including student intakes, reviews and transitions
- Work closely with administration from sending schools to provide best possible educational and behavioral plan for the student
- Team leader for all Functional Behavior Assessments
- Create and monitor Behavior Intervention Plans
- Family support and intervention
- PBS Team Leader



Attachment 1: Founding Board Member

*Thomas McKean High School*

09/05-12/05

**Practicum with Cooperating Counselor – Mike Ryan**

- Individual/Group Counseling
- Academic & Career Counseling
- Administer State Testing-Including PSAT, DSTP and Benchmarks
- Classroom Guidance
- Crisis Intervention
- Lead parent/teacher conferences
- Successfully implemented a Study Skills Boosters program in the 9<sup>th</sup> grade academy
- Lead an anger management group for students
- In charge of updating and distribution of the Guidance Newsletter

*Department of Services for Children, Youth and Families Wilmington, DE*

04/98-09/01

**Master Family Service Specialist**

- Case Planning and case management for abused and/or neglected children and their families
- Maintain on going contact with the clients and monitor progress in their case plans
- Team leader for case involvement with outside agencies
- Perform reunification services for children in foster care and their families
- Individual and group counseling
- Client transportation
- Attend and testify in court hearings
- Act as custodian to children placed in foster care
- Manage average caseload of 18+ families
- Computer documentation of all case work
- Ability to build rapport and trust with clients

**Relevant Training**

- Child Neglect and Abuse Prevention and Reporting
- Risk Management
- Crisis Prevention and Intervention
- Substance Abuse Training
- Confidentiality Training
- Classroom management
- Leadership skills
- Positive Behavior Support
- Anti-Bullying

**Certification**

Delaware certified as a Secondary School Counselor