

# Amy G.

## Untapped Potential Candidate

Canton / CT

860-977-9408 / fellowship@upotential.org



### PROFILE

Motivated professional with Education/Training background and Event/Program and Office Management experience. Excellent communication skills in client facing scenarios.

### EDUCATION

Master of Arts in Teaching, Elementary Education: **Colorado College**

Bachelor of Arts in International Political Economy: **University of Puget Sound**

### KEY SKILLS AND COMPETENCIES

- People Savvy: team problem solver, able to motivate others with a patience and empathy
- Training, Instructing, Passion for STEM Learning.
- Planning and Organization: of People, Data, Documents.
- High level of initiative, self-motivation, resourcefulness and collaboration
- Communication: 1:1, group settings and copy writing
- Tech Savvy: Google Drive, MS Office Suite, database systems and data management tools

### PROFESSIONAL EXPERIENCE

**Vizionara, LLC**, Canton, CT *Program Manager*, 2017-present

*IT Consulting firm focused on corporate IT strategy and large scale IT Transformation programs.*

Coordinate resources to support program enablement and growth. Organize activities and details related to a program; track progress and execute to known timelines. Create and manage budget for events and/or programs. Individually execute and deliver day to day work. Identify vendors, quotes and manage vendor activities for events. Plan and report on status of projects throughout the entire project development lifecycle. Create content for marketing materials, website and promotional channels. Manage marketing for programs via social media and local media outlets. Coordinate project schedules and timelines. Keep members of a team up to date with current information and paperwork.

Canton **Public Schools**, Canton, CT *SRBI Literacy Tutor/Paraprofessional*, 2014-present

Instruct small groups and individual students with the goal of strengthening literacy skills. Communicate with classroom teachers and literacy specialist to set and achieve goals. Instruct and perform all job duties in classrooms at all building grade levels when needed. Commended for exhibiting excellent teamwork skills. Organize, plan and implement lessons as well as assessments.

**High Meadow Day Camp, Granby, CT** *Office Manager, (2 years)*

Assisted the Director with organizing, planning and execution of events. Performed all office administrative communication and duties. Customer service role; responsible front-facing and communication between director and families. Performed filing and data management tasks.

**Granby Public Schools, Granby, CT** *Math Tutor/ Teaching Assistant, (2 years)*

Instructed small groups of students with the goal of strengthening math skills. Worked with all staff to execute a standards based curriculum by working with others, instructing, and using word processing skills and MS Office to create logs and spreadsheets and presentations. Communicated with building staff to set and achieve goals.

**Huntington Learning Center, Simsbury, CT** *Tutor, (3 years)*

Instructed small groups and individuals at all grade levels and in multiple subject areas. Used written and verbal communication with tutors, staff members and students.

**Talcott Mountain Academy, Avon, CT** *Teacher, 1999-2001*

*Private academy focused on math, science and technology.*

Collaborated with others in a team-oriented setting. Taught multi-levels of science, and judged science fair.. Taught all inclusive 5th grade, designing curriculum for all subject areas. Taught multi-levels of language arts, creating a curriculum for all classes involving literature, vocabulary, grammar and writing skills. Supervised computer writing and research lab. Initiated development of writing portfolios. Crafted a variety of reading units. Held parent-teacher conferences throughout the year. Organized CD-ROM Database and Reference Library Database.

**VOLUNTEER EXPERIENCE**

**Gifts of Love, Avon, CT (2 years)**

Member of a team focused on the backpack program which involved organizing, packing and delivering food to area schools weekly. Worked on a team of volunteers; communicated and collaborated with members regularly. Took initiative in planning packing of and distribution of items.

**Canton Public Schools, Canton, CT (5 years)**

Chair, member, volunteer for committees. Support to the district, building and staff. Perform duties using word processing, note taking and spreadsheet creation skills. Organize and motivate people for various endeavors. Organize documents and communication for projects.

**CT Association for the Gifted, (2 years)**

Delivered planning and organization, course development and instruction, and created documents using Google Drive for Minds in Motion.