

# Mary Hansen

501 12<sup>th</sup> Street, NE #28

Washington, D.C. 20002

202.491.6709

asmith5@verizon.net

SSN: **XXX-XX-XXXX** – CITIZENSHIP: United States

**Position Applied For - Education Program Specialist - GS-2344-9**

**Job Announcement Number - OESE-5255-CIP-98989**

---

## CAREER PROFILE

*Experienced Educator with 10 years teaching in the urban public and high performing D.C. charter schools. My entrepreneurial spirit and natural leadership skills have allowed me to achieve career growth and a special talent for transitioning strategy into action and achievement. Looking to utilize my background in education with a respected organization that rewards hard work and innovation.*

## AREAS OF STRENGTH AND EXPERTISE

- |                               |                                   |                             |
|-------------------------------|-----------------------------------|-----------------------------|
| ◆ <b>Performance Analysis</b> | ◆ <b>Program Assessments</b>      | ◆ <b>Research</b>           |
| ◆ <b>Team Development</b>     | ◆ <b>Educator</b>                 | ◆ <b>Project Management</b> |
| ◆ <b>Classroom Management</b> | ◆ <b>Curriculum Development</b>   | ◆ <b>Special Needs</b>      |
|                               | ◆ <b>Life Enrichment Programs</b> |                             |

---

## PROFESSIONAL EXPERIENCE

**E.L. Haynes Public Charter School, Washington, D.C.** 2008 -Present

*Sixth Grade Math/Science Teacher*

Address, City, State, Supervisor: John Doe; 40 hours/week; Salary: 65k/year

- **Planning:** Design, plan and implement math and science curriculums to meet the developmental, academic and special needs of 50 diverse students
- **Communication Skills:** Set high expectations for student behavior, maintaining standards through classroom management techniques and positive reinforcement, resulting in increased positive student behavior and learning, emphasizing respect for all
- **Relationship Building:** Improved communication among students through effective team-building, promoting a positive philosophy of the school and creating a sense of community for students
- **Program Development:** Collaborated with administration over a six-month period in developing an induction program for new teachers regarding mathematical research lessons and mathematical best practices

**District of Columbia Public Schools, Washington, D.C.** 2000 – 2006 and 2007 - 2008

*Intermediate Teacher/Educational Program Specialist*

Address, City, State, Supervisor: John Doe; 40 hours/week; Salary: 65k/year

- Served as a member of *Teach for America*
- Developed progressive curriculums based on skills and national standards
- Served on the Testing Committee, Professional Development Committee, Grade Level Chair and Local School Restructuring Team, as well as, other school committees
- Researched and prepared recommendations on instructional materials, teaching aides and related equipment
- Performed independent consultations in various areas of expertise, especially in assessing the effectiveness of a curriculum

- Coordinated and trained, *Teach for America*, teachers at professional development workshops on long-term planning, mathematical instructional strategies, conducting assessments, curriculum development and on-line video tutorials
- Earned accolades from principals and teachers on teaching abilities based on achievements of academic goals and overall performance
- *Recipient* – Mingo Roberts Coaching Excellence Award (2004 – 2005), for contributions as a writing coach to the DC SCORES program, an after school soccer and writing program

**KIPP Key Academy**, Washington, D.C.

2006 - 2007

*Fifth Grade Mathematics Teacher*Address, City, State, Supervisor: John Doe; 40 hours/week; Salary: 65k/year

- Managed all aspects of the curriculum development and implementation
- Taught 4 classes per semester ranging from 10 to 20 students per class
- Determined student capabilities and utilized effective teaching methods to educate students
- Handled all lectures and played a key role in developing course materials for teaching seminars
- Evaluated student performance levels and recommended augmentations in study habits and tutoring, resulting a 74% student proficiency rate on state standardized tests
- Authored and received a grant for the school's mathematics library, which was utilized integrate literacy and math instruction

**The Education Trust**, Washington, D.C.

1998

*Legislative/Research Assistant*Address, City, State, Supervisor: John Doe; 40 hours/week; Salary: 65k/year

- Assisted the Senior Associate with a variety of tasks, related to the lobbying for the Higher Education Reauthorization Act of 1965
- Coordinated, researched and executed the positions, testimony and publications of national teacher preparation programs and teacher quality assurance data

---

**EDUCATION****Trinity College**, Trenton, NJ*Master of Arts in Teaching (Honors)***Bowling Green State University**, Green City, OH*Bachelor of Arts in Mathematics with Political Science and History (Honors)*

---

**ADDITIONAL SKILLS AND QUALIFICATIONS**

- Software Skills: Proficient in MS Office (Word, Excel, PowerPoint, Access, Outlook)
- Soft skills: Self-starter, ability to work independently or with a team, go out of my comfort zone to build relationships and learn from others