

Rachel McNelis

2769 Hampshire Rd, Apt 2 Cleveland Heights, OH 44106

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|  | EducationB.S. in Psychology 5/2008Gardner-Webb University – Boiling Springs, NC |
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|  | Experience**Preschool Teacher** , Early Steps Learning center, Richmond Heights, OH **11/2014-current*** Responsible for the daily care and education of children age 3.
* Implemented prepared age appropriate curriculum.
* Implanted a positive discipline plan, which promoted responsibility, problem solving, and accountability.

**Toddler Teacher**, KinderCare, Solon, OH **8/2014-10/2014*** Responsible for the daily care and education of children 1 ½ to 3.
* Implemented prepared age appropriate curriculum.
* Implanted a positive discipline plan, which promoted responsibility, problem solving, and accountability.

English Teacher, Mapo Kids College, Mapo, Seoul, South Korea 6/2013 – 6/2014* Taught English as a second language to kindergarten and elementary aged students
* Adapted program teaching materials to fit the needs of my classes
* Evaluated students’ performance through verbal and written testing
* Conveyed student progress through report cards

English Teacher, Willy Campus, Nokbon, Seoul, South Korea 2/2011 – 2/2013* Designed creative lesson plans to further students’ understanding of grammar and vocabulary for levels ranging from beginners to Advanced.
* Utilize multi-media technologies for presentations, explanations and practice activities
* Did basic administration, such as keeping student registers and attendance records.

English Teacher, Encore English School, Bucheon, South Korea 2/2010 – 2/2011* Responsible for the English education of students ages 4- 10
* Planned and implemented English curriculum for Kindergarten students a

**Nanny**, The Schramme Family, Cary NC **6/2009-1/2010*** Provided care for 2 children ages 6 and 7
* Discipline children and oversaw their behaviorPrepare children for school
* Transported children to and from school
* Prepared light meals and snacks
* Encouraged social interaction and providing stimulating learning environments
* Taught social graces and table manners
* Supervised children’s activities and accompanied them to activities such as sports or dance classes.

Residential Life Trainer, Eastern North Carolina School for the Deaf, Wilson, NC 9/2008 – 5/2009* Responsible for supervising a residential community of 16 deaf high school students
* Planned and implemented social and educational programs for the residents.

Assistant teacher, Tutor Time Child Care/ Learning Centers, Durham, NC 6/2008 – 8/2008* Responsible for the daily care of children from birth to grade 8.

Resident Advisor, Gardner-Webb University, Boiling Springs, NC 8/2005 – 12/2005, 8/2007 – 5/2008* Performed administrative duties, such as filling out and processing necessary paperwork and information.
* Responsible for supervising a residential community of 25 undergraduates.
* Planned and implemented social and educational programs for the residents.
* Provided counseling, crisis response and conflict resolution to residents.

Lead Teacher, Children’s Academy, Cary, NC (Seasonal) 6/2006 – 8/2006* Taught basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
* Implemented a positive discipline plan, which promoted responsibility, problem solving, and accountability.
* Organized and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
* Planned and developed a developmentally and culturally appropriate curriculum.

Administration Assistant, Gardner-Webb University, Boiling Springs, NC 1/2006 – 5/2007* Responsible for managing, organizing, scheduling and maintaining information for the Department of Housing and Resident Education.
* Used photocopiers, fax machines, typewriters and personal computers to create spreadsheets, compose email, manage databases, maintain paper and electronic files, create documents and handle travel arrangements.
* Trained new employees and recognized as “go–to” person for managing complex administrative situations.

**Sales Associate**, Build-A-Bear Workshop, Durham, NC  **2/2002-6/2006*** Provided quality service to consumers and developed teamwork skills interacting with managers and co-workers in a work environment.
* Maintained inventory and set up merchandise displays.
* Trained new employees and recognized as “go–to” person for dealing with difficult customers.

**Honors & Organizations*** President’s List – Spring 2008
* Dean’s List – Fall 2007
* Resident Assistant of the Year (nominated) – 2007-2008

**Languages*** American Sign Language
* Korean (beginner)
* Thai (beginner)
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