**Sarah R. Crouch**

**Dunsan-Dong, Daejeon, South Korea; (010) 4430-0578**

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**EDUCATION:** East Carolina University – Bachelor of Arts in History with a minor in Historic Preservation and Museum Work, graduated May’96 with a GPA of 3.03; North Carolina Central University – Licensure requirements for Middle Grades Social Studies, GPA of 3.5

**EXPERIENCE:**

Avalon English Academy – Daejeon, South Korea; (010) 7550 - 7270

* TOEFL teacher for middle grades

Kerr Vance Academy; (252) 492 – 0018

* 7th grade Geography – Honors and College Prep
* 8th grade North Carolina History – Honors and College Prep

Advantage Human Resourcing; (919) 447 – 4823

* RH Donnelley – Contract/data base management

Carolina Correctional Services; (919) 754 – 9422

* Middle and High School teacher for self-contained BED program
* Taught Math, Sciences, Social Studies, Health, and English classes
* Prepared lesson plans for grades 6th – 11th
* Assisted with life and social skill curriculum

East Wake Academy; (919) 404 – 0444

* 8th grade North Carolina History
* 9th grade World History
* 10th grade Government
* 11th grade United States History

Maupin Taylor and Ellis; (919) 981 – 4000

* Assistant Law Librarian
* Responsible for mail, legal filing, databases, purchasing and billing
* Print and Internet legal research using Westlaw, Premus, and Lexis Nexis

Triangle United Way; (919) 460 – 8687

* Loaned Executive for the 1999 United Way Fund Raising Campaign
* Responsible for creating individual workplace campaigns for businesses
* Extensive customer service training dealing with diverse peoples

New Bern-Craven County Public Library; (252) 638 – 7800

* Paraprofessional at reference desk and the NC History and Genealogy Room
* Assisted patrons with using library facilities and finding correct research materials
* Created databases for various reference materials
* Implemented Young Adult Program and Library Users’ Training sessions

Tryon Palace Historic Sites and Gardens; (252) 514 – 4900

* Historic and Craft Interpreter – hearth cooking, weaving, spinning
* Delivered guided tours on the history of Tryon Palaces and its related sites
* Assisted in children’s Colonial Skills Learning Program
* Extensive customer service training dealing with diverse people

**COMMUNITY SERVICE:**

* Tutoring – Durham County Schools
* New Bern City Planning and Inspections Office – intern and secretary to the Historic Preservation Commission
* New Bern Preservation and Historic Centers – member, docent
* Cary Jaycees – member
* North Carolina Museum of History – docent

**SKILLS:** Working knowledge of Window programs; Word, Excel, PowerPoint, Access, Outlook, various educational software programs, Lexis Nexis and Westlaw database program, data entry, Good organizational, writing, and communication skills; Extensive research skills, Ability to produce workshops, functions, and events; Certified in CPR, First Aid, and Non-Crisis Intervention techniques