

LYNETTE P. XXXXXXX

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Economic Research Analyst ~ Educator

Dedicate educator with 5+ years' of rich teaching experience. Recognised for innovation in program development, instruction and administration to meet the needs of a broad range of students. Proven expertise in computer hardware and software performing analysis of data, and exhibiting knowledge of more complicated statistical software. Quickly develops rapport with students, employees, and staff. Strong leadership, management, and organizational skills, exceptional work ethics. Self motivated, creative, dependable and patient. Deft in planning, organizing and accomplishing assignments to meet established deadlines. Core strengths in writing summaries, abstracts, documentations of files, and other written materials in very clearly, logical and concise way. Rich I.T. skills.

PROFESSIONAL VALUE OFFERED

Class Management	Teaching/Administration	Research & Development	Co-curricular Activities
Program Management	Curriculum Development	Cross Functional Coordination	Budgeting/Liaisoning
Project Management	Training & Development	Time Management	Communication Skills
Admission/Examination	Documentation	Interpersonal Skills	Discipline/MIS

PERFORMANCE MILESTONES

- Distinction of writing simple programs; conducting relatively simple statistical and other analysis and more complex statistical and analysis as per requirements.
 - 4- year Letter winner, University of Virginia Division I Basketball Team.
 - Black Student-Athlete Leadership Award 2005.
 - Gained invaluable experience in "Statistical Package for the Social Sciences," or "SPSS." Database and MS-Office.
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CAREER PROGRESSION

Social Studies Teacher, 9-12, Boynton Beach Community High School, Boynton Beach, Florida, Since 2007

- Accomplished responsibility for taking classes, presenting lectures in the subject areas of American and World History in compliance with the state curriculum, often incorporating films or slides into presentation.
- Actively involved in planning course content and method of presentation, and prepares outline of material to be covered.
- Proactively contributed in selecting and assembling materials to be used in teaching assignment.
- Judiciously handled various program management duties assigned while working on multiple projects constituting a District program.
- Played pivotal role to ensure the development of Project Management Plans inclusive of Acquisition, Communication, and Quality Assurance Plans, and project schedules, budgets, and milestones.
- Built & nurtured relations with functional elements, teachers, management, stakeholders, and customers.

Secondary Special Education Math Teacher and Case Manager, Duval High School, Lanham, Maryland, 2005 – 2007

Head JV Girls basketball coach and Varsity 1st Assistant coach, Duval High School Lanham, Maryland, 2006 – 2007

- Responsible for educating students by planning and developing course of study according to curriculum guidelines; school district and state requirements.

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- Designed & developed curriculum for different educational levels by developing modifications for several levels of academic ability and previous achievement and by using a variety of techniques, including lectures, projects, exhibits, audiovisual, library resources, and computers.
 - Played pivotal role in developing Individualized Education Plans for students.
 - Drove the initiative to develop and maintain all information in the IEP folder.
 - Prepared documentation for recertification by the School committee as a member of a cross-functional faculty/administrative committee.
 - Provided classroom training, performance evaluation and motivation as a mentor to student teachers.
 - Significantly enhanced classroom learning environment and acting as a 'Facilitator' to promote student leadership in initiating and creating positive learning opportunities.
 - Collaborated with fellow lecturers on lesson plans and performed administrative tasks viz. recording attendance, managing student portfolios and providing individual assistance to the students.
 - Team leader for introducing/managing various committees i.e. Guest Lecture, cultural event, placement and groups for other student support programs of the institute.
 - Proactively contributed as "Admission Criteria In-charge".
 - Assumed responsibility of a devoted Educator covering professional development, Communications with Students, their Assessment and conducting staff meetings.
 - Provided preventive & developmental counseling to empower students with the life skills needed to deal with problems before they occur and to enhance students' personal, social, and academic growth.
 - Handled management of facilities/infrastructure to ensure cost effective workability.
 - Helped students evaluate their abilities, interests, talents, and personality characteristics in order to develop realistic academic & career goals.
 - Drove the efforts for successfully setting of Q. Papers and conduction of exams for the students.

Tutor/ Mentor, Goal Center Incorporated, Mitcheville, Maryland, 2006 – 2007

- Geared the activities to provide access to enrichment opportunities in the area self-advocacy, self-esteem, social interaction and emotional function as well as all core academic areas.
- Drove the efforts to promote the personal academic and career development of urban youth through a structured and individualized program
- Devised effective strategies to nurture growth in academic, emotional and social arenas

Mental Health Counselor, Invoa Kellar Center Summer Program, Fairfax, Virginia, May 2005 – Aug 2005

Head Girls basketball coach, Robert Goddard Middle School Lanham, Maryland, Since 2005 – 2006

Class Instructor, One on One Basketball Inc Washington, Dc, Since 2006

- Accountable for providing therapeutic services to ages 5-17 with emotional and behavioral disabilities.
 - Entrusted with the onus of counseling youths in the areas of coping, appropriate adult and peer interactions and transition.
 - Designed and implemented customized teaching programs to allow emotionally, physically and teaching disabled students to be mainstreamed into the classroom.
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EDUCATION

- Masters in Business Administration (Economics Management Decisions 6 credit hours, The Manager in Orgs & Society, Managing People Global Work), University of Maryland University College, Adelphi, Maryland – 2011
- Bachelor of Arts in Sociology, University of Virginia, Charlottesville, Virginia – 2005

MEMBERSHIPS

- Student Athlete Activities Counsel (SAAC)
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References and Verifying Documentation Furnished upon Request