 Colleen Elise Butler

First Name: Colleen

Family Name: Butler

Age: 06/30/78

Nationality: American

Current Location: Charlotte NC

Gender - female

Applying - alone

Teaching Experience: 1 year

Teaching\_exp\_details: I spent 1 year as a long-term substitute teacher in Wicomico Public School in Maryland and Preschool in Charlotte.

Character Traits: I am reliable, kind, helpful, and very friendly. I love to have fun in the classroom and to make things interesting for my students.

**Date of Birth:**  30th June 1978

**Key skills**

**Communication skills**

I received my training in Communication from Queens College.

**Presentation skills**

Developed through regular oral presentations and speaking events in my volunteer work for church.

**People skills**

Developed through various positions with government agencies, public school and in private jobs.

**Cultural Understanding**

I love to learn new languages and culture. I have studied French and American Sign Language. I am eager to learn Korean and have a great respect for the culture.

**Education**

05/2011-Present **Bridge TEFL** 100-hour Certification

*Teaching English as a foreign language*

9/1998 - 5/2002 **Queens College**

City University of New York, Flushing, NY

*Bachelor of Arts Family and Consumer Studies*

Member of the Phi Eta Sigma National Honour Society

**Employment**

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| 04/2007 - Present **Kids Inn** Charlotte  Charlotte, NC  *Office Intern*  Record attendance and progress for all students.  Assist in preparation of videos, art projects and class work.  Prepare students daily food menu.  Update files as needed for entering or exiting students.  09/2006 - 03/2007 **Wicomico County**  Salisbury, MD  *Substitute Teacher FCS*  Grades 7-12 Family and Consumer Studies Department.  Taught food and nutrition, child development, parenting and life skills/adult living.  02/2005 - 07/2006 **State of Delaware**  Dover, Delaware  *Senior Family Service Specialist*  Case coordinator of community services, interview and application review for social services.  Case Manager and individual counselling sessions with children.  Write petitions to the State for legal custody of children in Family Court.  Special Duties: Interpreted for the Deaf using American Sign Language.  07/2003 - 01/2005 **Nassau County Social Services**  Uniondale, NY  *Social Services Examiner I*  Managed a caseload of approximately 100 clients.  Conducted interviews and collected documentation from customers to help determine need.  Determine eligibility of customers for social services programs.  Provide aid to eligible recipients with Day Care, Employment, Food, Medical and Home Energy assistance programs.  **Interests**  Film and music, studying American Sign Language and Korean culture. I recently attended the Asian American Pacific Film Festival in Los Angeles. |