

Rachel McNelis

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|  | EducationB.S. in Psychology 5/2008 Gardner-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 behavior Prepare 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) |