

**Andy S. Halverson**

**Objective**: I am seeking a position teaching English abroad to students of any age.

**Summary of Qualifications**: I have over five years of supervisory experience, four years of experience as a substitute teacher, a bachelor’s degree in English education, and a master’s degree in creative writing.

I have training and years of experience in teaching students in grades 5-12, as well as many years of experience with teaching and training adults as a human services professional. I have excellent communication skills, am intelligent and hard-working, I enjoy solving complex problems, and I learn very quickly. I am an avid and aspiring writer and have a great passion for teaching the English language.

**Experience in:**

Curriculum Design and Development **•** Cooperative Learning

IEP Writing **•** Student Assessment

Student Motivation **•** Special needs and learning disabilities

Differentiated Instruction **•** Behavior Modification

Classroom Management **•** Multicultural Awareness

Student-centered learning **•** Degrees in Education and in Writing

**Education:**

**Master of Fine Arts** in Creative Writing Conferred June 2012

Antioch University Los Angeles Culver City, CA

Completed a rigorous two-year program in Creative Writing, in which I worked closely with mentors and in ongoing writing workshops to sharpen my writing craft. Attended dozens of lectures, seminars, and panel discussions on various topics of fiction and nonfiction writing.

**Bachelor of Applied Arts** in Teaching Language Arts Conferred June 2008

University of Minnesota Duluth Duluth, MN

3.77 GPA

Earned a bachelor’s degree in three years while maintaining high grades with the assistance of multiple academic scholarships. Completed observations in several classrooms, two apprenticeships, and a five-month student teaching internship. Completed advanced courses in linguistics, literature, writing, history, philosophy, and pedagogy.

**Teaching Experience:**

**Hermantown Independent School District** September 2008 – May 2012

**Substitute Teacher** Hermantown, MN

Gained invaluable teaching experience as I taught a wide variety of subject areas in grades 4-12 for Hermantown Middle and High Schools. Became an efficient substitute teacher with great skills in generating student rapport and maintaining effective classroom management. Several teachers requested me to return to their classes.

**Hermantown High School** January – June 2008

**Student Teacher** Hermantown, MN

Planned, taught, and assessed lessons and units with students in several 10th grade Language Arts classes and a 9th grade Communication Workshop class. For a semester, I taught units on Shakespeare, poetry, giving speeches, and in the Communication Workshop class, I worked closely with many students with IEP’s. I also chaperoned and assisted with several school events, and prepared students for statewide testing in reading and writing.

**Marshall College Preparatory School** September – December 2007

**Teaching Apprenticeship** Duluth, MN

Observed, planned, and taught lessons, and assessed student learning in 10th grade American Literature and Honors American Literature courses. Facilitated discussions on various literary topics and focused on developing my skills in student assessment using a range of strategies.

Related Work and Volunteer Experience:

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**Capstone Services, LLC** August 2007 – present

**Site Coordinator** Duluth and St. Paul, MN

For over five years, I have supervised six to twelve employees while operating a safe and efficient group home for adults with developmental disabilities and mental illness. I am QDDP certified and have worked with individuals with a wide variety of diagnoses. I am responsible for training staff, scheduling, payroll, writing and maintaining learning-oriented programs for our clients, and overseeing our clients’ medical, financial, and personal well-being.

**Luther Park Camp** May 2007 – August 2007

**Counselor** Danbury, WI

Counseled children in grades 1 through 12 in both overnight and day camps throughout the summer. Worked closely with children, leading them in group learning activities, games, songs, crafts, and other recreational activities. Developed excellent rapport with students of all ages.

**Fredenburg Community Chapel Missions** 10-day trips, July 1999-2007

**Volunteer/Missionary** Osnaburgh, Ontario

Took seven trips over an eight-year span to an impoverished Ojibwa reservation in western Ontario where we worked closely with neglected and vulnerable children, did work projects in the communities, and led church services and Vacation Bible School.

The trips concentrated on developing positive and long-term relationships with the kids, some of which I’ve continued to this day.

**Gordon’s Jewelers** Jewelry Consultant / Salesman

August 2006 - May 2007 Duluth, MN

Sold jewelry at a store location in the Miller Hill Mall. Maintained a database of clients, sold jewelry on commission, and cleaned and advised customers on their jewelry. Attended several trainings with the Zales Corporation, and was awarded Diamond Certification.

Certifications:

Minnesota Standard Teaching License, Language Arts grades 5-12 (File Folder #: 440998)

Qualified Developmental Disability Professional (QDDP) in the state of Minnesota

CPR/First Aid certified for 8+ years by the American Heart Association

Diamond Certified salesman by the Zales Corporation

**Honors and Awards:**

Received the *ETS Recognition of Excellence* for scores on both the Content Knowledge and Principles of Learning and Teaching Praxis Series teaching skills tests

Scored 31, in the top 5 percentile, on the American College Test (ACT)

Scored in at least the top 46 percentile in all sections of the Graduate Record Examinations (GRE)

Named to Dean’s List four semesters in three years at the University of Minnesota Duluth

Awarded the prestigious Oscar and Mary Wildey Mitchell Scholarship by the Duluth-Superior Area Community Foundation, 2005-08 ($4,200 per year)

Awarded the Chancellor’s Scholarship by the University of Minnesota Duluth, 2005-06 ($1,000 per year)

National Honors Society member

**References and letters of recommendation available upon request**