

SHONDA N. JACKSON

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EDUCATION

West Chester University West Chester, PA May 2020
Certification in Professional and Secondary Education: Biology, 7-12

- Cumulative GPA 4.0

University of Scranton Scranton, PA May 2011
Bachelor of Arts in Communication with Minor in Business

- Cumulative GPA 3.5, Cum Laude

EXPERIENCE

Spring-Ford Area High School Royersford, PA January 2020-Present
Student Teacher

- Work with 100+ students in 10th, 11th, 12th Grade Biology classes ranging from a basic to AP level
- Provide opportunities for students to learn via hands-on activities in laboratory assignments and exploratory activities while ensuring lab safety measures were met
- Design small groups on reading to help students learn from their peers
- Participate in staff meetings including professional development in the following areas: Running Records Skill Development, Guided Reading, Differentiated Instruction, Inclusive Classroom, Choice Boards
- Differentiate lessons to meet needs of all students

WCU-General Biology Classes West Chester, PA August 2019-December 2019
Teacher's Assistant

- Arranged lab equipment before sessions and ensured proper safety measures
- Answered questions and helped facilitate lab activities
- Taught Molecular Genetics lab to three sections of approximately 90 students

Downingtown School District Downingtown, PA January 2019-May 2019
Private Tutor in Biology and Algebra I

- Provided individual instruction for secondary students in fundamental math and science courses
- Created enrichment activities to help each student retain information
- Advised students on proper study skills in addition to content

Peirce Middle School West Chester, PA August 2018-December 2018
Student Observer

- Observed two middle school science teachers
- Taught two lessons on Newton's First Law of Motion
- Participated as Science Olympiad Tutor to encourage problem solving and collaboration amongst team of 15 student members

OTHER EXPERIENCE

The Painted Printer, Inc. Collegeville, PA October 2014-December 2015

Graphic Designer/Prepress/Typesetter

- Designed and edited files for printing
- Performed direct customer contact and collaboration for orders
- Used organization and time management skills to ensure timely completion of products
- Provided solutions for network connectivity issues

Graphics Guru Paoli, PA August 2012-October 2014

Job Outputting/Typesetter

- Typesetting, pre-press preparation and outputting using design programs, including; job layout, job outputting using film processors, poly-plate or paper-plate makers, scanning, formatting files for color separated printing, working with eps, pdf, tif and other design program files, editing files where needed
- Managed accounts through use of Quick Books
- Performed office organization and management

Altus Group Philadelphia, PA August 2011-June 2012

Traffic and Production Manager

- Managed all company projects from design to completion
- Planned schedules for all projects in creative department
- Bid, negotiated and managed all external vendors
- Assisted account executives with writing production proposals

COMMUNITY SERVICE

Catholic Social Services Springfield, PA March 2016-August 2016

Volunteer

- Fulfilled orders for basic needs for low-income families with children under 3 years old
- Trained in Safe Environment Program for Child and Youth Protection

Girls on the Run 5K Downingtown, PA December 2015, 2016, 2017

Volunteer, Course Marshall

- Ensured safety of participants by mapping the course and helping runners navigate the landscape

SKILLS

- *Education-related Technology:* Proficient knowledge of SmartBoards and iPads
- *General Computer:* Proficient knowledge Microsoft Excel, PowerPoint and Word
- *Language:* Basic knowledge of Spanish (written and verbal)