

KAREN N. NERAK

443 Timber Avenue
Newtown, PA 18441

610.112.3214
kren777@gmail.com

OBJECTIVE

To obtain a teaching position where I can utilize and expand my skills and dedication as an elementary educator working with students to support their educational and personal development.

EDUCATION

West Chester University, West Chester, PA

Bachelor of Science in Elementary Education, May 2015

Graduated Magna Cum Laude: GPA 3.73

Academic Deans List, 2013-14

PA Certification: Elementary Education K-6, Middle School Mathematics 7-9

Delaware County Community College, Media, PA

Liberal Studies with coursework focus in Education and Graphic Design

Part-time Studies, 2008-2011

Transferred to West Chester University in 2012

COMPUTER KNOWLEDGE

PC, Macintosh PC, Adobe Creative Suite: Illustrator, PageMaker, PDF Maker, In Design, Photoshop, Quark Express, Microsoft Office: Word, PowerPoint, Excel, Lotus Notes, Zeus, QuickBooks, Corel Draw, Outlook Express, Networking and Programming Skills, eSchool, Performance Tracker

EXPERIENCE

Harold Square Elementary School

Lanstown, PA

January 2015 – May 2015

6th Grade Student Teacher

Working with the classroom teacher to develop skills in lesson planning and presentation, expand comfort level in front of students and while being observed. The students at this grade level rotated between subjects which provided the opportunity to teach many different students at many different skill levels in the subjects of Science, Social Studies and Language Arts. Worked with the other team members to guide and track student success and devise plans for improvement. Created detailed lesson plans for every lesson that was taught and developed worksheets or tests to supplement and assess learning. Each lesson included detailed plans for promoting an inclusive classroom and providing enrichment opportunities. The lesson included objectives and state standards as necessary and thorough procedures for successful presentation of each lesson. Attended all staff meetings to build professional development and was also provided the opportunity to assist in report card development and parent conferences, as well as attending IEP Meetings. Successfully developed and implemented a behavior plan for the classroom.

Staff Meetings included professional development in the following areas: Running Records Skill Development, Guided Reading, Differentiated Instruction, Inclusive Classroom, Choice Boards

Outback Steakhouse

Trooper, PA

October 2011 – January 2015

Server/Bartender

Duties include menu knowledge and the ability to “suggestively” sell, guest satisfaction, team collaboration, maintaining clean working environment and individual cash handling.

The Painted Printer, Inc.

Collegeville, PA

October 2009-December 2011

Graphic Designer/Prepress/Typesetter

Essential skills include but are not limited to design and editing of files for printing, direct customer contact and collaboration, self-organizing and time management to ensure timely completion of products, general office tasks, network troubleshooting, assisting where necessary in other departments. Other duties included partaking in professional development such as coursework to expand skills or attending seminars to identify methods for improvement of self or the organization.

Graphics Guru

Paoli, PA

August 2008- October 2009

Job Outputting/Typesetter

Duties included 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. Other duties included managing of accounts, customer service, use of Quick Books, office organization and management.

Citizen's Bank/Commonwealth Bank

King of Prussia, PA

April 2006-September 2008

Sales & Service Representative/Teller

Acted as the assistant manager in the Norristown Branch for approximately 4 months; duties included vault and branch settlement, alarm duties and the ability to uphold a professional banking environment during the manager's absence.

Sales & service representative duties included customer service by practicing the Citizen's "Not Your Typical Bank" motto; ATM, vault and branch settlement, intense sales training, the ability to meet quarterly goals, servicing of business and consumer accounts, handling of loan applications, preparations and settlement, and opening/closing the branch in the absence of the manager. Teller responsibilities included customer transactions, basic customer service needs, directing phone calls, teller-line organization, sales referrals and telemarketing.