

Emily Rose Skirtich

120 Parkview Road ♦ Pittsburgh, PA 15237 ♦ Phone: 412-551-0798
E-mail: emilyroseskirtich@gmail.com ♦ Website: www.missskirtich.com

EDUCATION

- University of Pittsburgh**, Pittsburgh, Pennsylvania *May 2018-Current*
Certification in progress: K-12 Principal Program
- Duquesne University**, Pittsburgh, Pennsylvania GPA: 4.0/4.0 *May 2014*
Master of Science in Education: Secondary Education & English
Certification: Instructional I English (7-12) Certification in progress: Instructional Technology Specialist (K-12)
- Saint Mary's College**, Notre Dame, Indiana *May 2012*
Bachelor of Arts Degree: English Literature

RELEVANT EXPERIENCE

- 10th and 12th grade English Teacher** ♦ *Cardinal Wuerl North Catholic* *August 2014-Current*
} Fostered student learning by providing individualized feedback on both formative & summative assignments
} Created organic units in World Literature and British Literature using original supplements for students, including worksheets, presentations, & student-driven technology programs
} Tailored English teaching methods to suit the needs of individual students using Danielson model
} Infused technology into curriculum units of study to engage 165+ students in learning; provided differentiated learning
} Communicated high expectations by demonstrating active interest in student progress and achievement via weekly parent e-mails updates, research on respective student history to provide highest student potential achievement
} Oversaw Homecoming, Prom planning, fundraiser committee, community service initiatives as Student Government sponsor

- Admissions Outreach & Marketing Coordinator** ♦ *Cardinal Wuerl North Catholic* *Spring 2015-2017*
} Managed outreach for 30+ parochial schools in Diocese of Pittsburgh to recruit incoming students
} Budgeted marketing materials for recruitment efforts despite staunch financial restrictions
} Conveyed accurate philosophies of curriculum, institution to 100+ prospective students
} Arranged introductory meetings, tours with prospective students, families to discuss opportunities
} Allocated scholarship, financial aid monies to students deserving of merit, need-based demographics
} Prepared, facilitated school personnel, students on 8th grade shadow day for 225+ prospective students on CWNC campus

- Tutor** ♦ *Pittsburgh, PA* *Fall 2008-Current*
} Provided one-on-one English & SAT Prep tutoring to high school student by collaborating with students' teachers for weekly review
} Enhanced test-taking skills by providing SAT preparation & enrichment coursework

- Student Teacher** ♦ *Hampton Middle School* *Spring 2014*
} Provided supplemental support for students before and after school to remediate learning
} Collaborated with colleagues in 7th grade team to create cross-curricular units and streamline student learning in more holistic manner
} Sponsored student-driven publication of *Pawprint Press* and all stages of writing, editing, publication for Newspaper Club
} Counseled students participating in Mock Trial and brought in local U.S. Attorney to clarify and further develop depositions and arguments for competition

- Instructional Technology Intern** ♦ *Hampton Middle School* *Summer 2013-Fall 2013*
} Coordinated with faculty, students to incorporate technology into curriculum, class projects
} Differentiated learning in classrooms with various technological resources by introducing strategies to faculty, administration
} Individualized classroom projects for students by accommodating lesson plans to benefit students' learning styles and strengths

- Student Observer** ♦ *North Allegheny Senior High School* *Spring 2013*
} Observed, planned, and taught lessons for Honors English IV British Literature senior student

Upward Bound Counselor ◇ *TRiO Programs, University of Notre Dame**Summer 2011*

- ◇ Tutored & mentored underprivileged students in South Bend School Corporation, collaborated with a team of 5 counselors & ACE student teachers to plan daily activities & lesson plans
- ◇ Developed classroom management skills to build positive classroom rapport with students
- ◇ Cohabited with campers for a month in residence hall on campus, ensured constant safety of students
- ◇ Co-taught Journalism class of 25 students by facilitating discussion & served as an advisor as students created class newsletter
- ◇ Applied Spanish-speaking abilities with various students & their families to maintain constant communication on student well-being and growth in program
- ◇ Provided supervision to students during their daily activities & planned recreational evening activities, including 3 day trip to Indiana University for Upward Bound Olympiad

Student Chair ◇ *General Education Curriculum Committee, Saint Mary's**Fall 2010-Spring 2012*

- ◇ Collaborated with faculty as sole student on committee to restructure general education for College 600+ women
- ◇ Co-authored curriculum committee revisions of syllabi sent to faculty members as suggestions for course modifications

ADDITIONAL EXPERIENCE**Graduate Assistant** ◇ *Duquesne University Tamburitzans**Spring 2013-Fall 2013*

- ◇ Produced, developed, publicized media for Tamburitzans folk ensemble for 10 month traveling tour
- ◇ Utilized creativity, artistic ability to promote media for various tour destinations using Adobe Suite 4s
- ◇ Maintained communication with media outlets for press releases, marketing promotions, and tour dates
- ◇ Prioritized work and collaborated with other graduate assistant to meet department and tour deadlines

Administrative Support ◇ *CSI: Corporate Security and Investigations**Summer-Fall 2012*

- ◇ Served as interim director of finance by accurately completing and filing unemployment compensation related paperwork for company of 500+ employees
- ◇ Conducted internal audits of billing records to ensure budgetary finances
- ◇ Exercised professional standards by conducting interviews as Human Resources hiring personnel
- ◇ Maintained confidential personnel files of employees, company records

Summer Event Manager ◇ *Office of Special Events, Saint Mary's College**Summer 2010*

- ◇ Organized, planned, & facilitated programs, weddings, conferences, & camps on campus
- ◇ Offered customer service & maintained frequent communication to clientele

CAMPUS LEADERSHIP & ACTIVITIES**Chief of Staff** ◇ *Student Government Association, Saint Mary's College**Spring 2011-Spring 2012*

- ◇ Coordinated communication between commissioners & Executive board member
- ◇ Oversaw week-long initiatives & spearheaded campus programming endeavors for 1600+ students
- ◇ Attended 4-day conference for professional development and growth as student leader

Student Chair ◇ *Support a Belle. Love a Belle, Saint Mary's College**Fall 2011*

- ◇ Piloted week-long initiative to reach out to students adversely affected by anxiety & depression
- ◇ Implemented support systems on campus by networking College departments & outside resources
- ◇ Designed publicity & media for week, disseminating information to tri-campus community

Student Conduct Board Chairwoman ◇ *Saint Mary's College**Fall 2009-Spring 2010***SKILLS**

- ◇ Language: Strong proficiency in speaking, reading & writing Spanish
- ◇ Technical: Microsoft Office Suite, Adobe suite 4s, NearPod, iMovie, Green Screen, Quick Response, Google suite, Aurasma, PCR, Formstack; Microsoft 365 platform, Naviance
- ◇ Programming: MINITAB, BANNER