

# 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 GPA: 4.0/4.0  
*Certification in progress: K-12 Principal Program* *May 2018-Current*
- 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

- 10<sup>th</sup> and 12<sup>th</sup> grade English Teacher** ◊ *North Catholic High School* *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

- Principal Intern** ◊ *Hampton Middle School* *Summer 2018*  
◊ Facilitated HMS Summer Program for 300+ K-12 students to provide enrichment during summer semester  
◊ Analyzed and disaggregated PSSA data for Math & English scores in grades 6-8 to identify trends in student scores  
◊ Assisted in interviewing and hiring paraprofessionals, custodial staff, & school nurse for middle school campus  
◊ Developed Summer Program School Board report by conducting cost analysis of materials & earnings of program

- Admissions Outreach & Marketing Coordinator** ◊ *North Catholic High School* *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 8<sup>th</sup> grade shadow day for 225+ prospective students on 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* in all stages of writing, editing, publication of 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, Pinacole

◇ Programming: MINITAB, BANNER