

JANE DOE

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Experienced Social Studies and History Professor

PROFESSIONAL SUMMARY

Dedicated professional with a passion for inspiring and educating students in the field of history. Experienced in teaching college-level history courses, fostering critical thinking, and cultivating a deep understanding of historical concepts. Proven ability to adapt instructional strategies and materials to engage and challenge students at various academic levels. Possesses a strong knowledge of curriculum development, aligning course objectives with educational standards, and integrating innovative teaching methods to enhance student comprehension and retention. Adept at fostering open and constructive dialogue with students, promoting active class participation, and providing comprehensive feedback to support student growth. Proficient in leveraging technology and digital resources to enrich instructional delivery and engage students in meaningful historical exploration and analysis. Committed to nurturing students' passion for history, equipping them with the knowledge and tools to become lifelong learners and informed citizens. Eager to leverage diverse experience and expertise to empower students to succeed academically and personally and contribute to the organization's growth.

CORE COMPETENCIES

- Curriculum development
- Instructional materials
- Presentation skills
- Leadership/Team building
- Differentiated instruction
- Classroom management
- Communication skills
- Critical thinking
- Research
- Assessment & feedback
- Adaptability
- Historical analysis
- Time management
- Technology integration
- Organizational skills

PROFESSIONAL EXPERIENCE

Adjunct History Professor

Blue Company, Tampa Bay, FL

06/22 – Present

Develops and delivers engaging lesson plans in the areas of social studies and history. Facilitates class discussions and promotes critical thinking among students. Utilizes a variety of instructional strategies and resources to accommodate different learning styles and abilities. Assesses student progress through assignments, exams, and projects, providing timely and constructive feedback. Incorporates technology and digital tools into lessons to enhance student engagement and understanding. Creates a positive and inclusive classroom environment that fosters respect and cultural sensitivity. Collaborates with other educators to develop interdisciplinary projects and activities. Stays abreast of current events and historical research to bring relevance and depth to the curriculum. Provides guidance and support to students, addressing individual needs and challenges. Participates in faculty meetings, professional development opportunities, and curriculum planning sessions. Actively engages in ongoing professional growth and stays updated with the latest pedagogical approaches in history education.

- Enhanced students' communication skills by implementing effective teaching strategies and fostering an environment that promotes active participation and articulate expression.
- Received positive feedback from students for improving their writing abilities, particularly in the context of American history.
- Introduced students to APA-style papers, equipping them with essential academic writing skills for their future academic pursuits.

Care Coordinator

Gray Company, Tampa Bay, FL

11/20 – Present

Coordinates and manages the care and services provided to veterans. Conducts assessments of veterans' needs, including physical, mental, and social factors. Develops personalized care plans and treatment goals for each veteran, considering their unique circumstances and history. Collaborates with a multidisciplinary team, including healthcare professionals, social workers, and counselors, to ensure coordinated and holistic care. Provides advocacy and support to veterans in navigating healthcare systems, accessing benefits, and obtaining necessary resources. Monitors and evaluates the progress of veterans' care plans, adjusting as needed to meet their evolving needs. Offers counseling and emotional support to veterans and their families, addressing mental health concerns and facilitating referrals to appropriate services. Educates veterans and their families about available services, entitlements, and community resources. Adheres to all legal, ethical, and regulatory requirements governing veterans' services and confidentiality.

- Acknowledged as the top-performing Care Coordinator in the nation by UniteUS, the software company used by Veterans Services of The Carolinas.
- Demonstrated exceptional proficiency in managing referrals and resolving cases for struggling veterans, consistently maintaining a high level of performance for over two years.
- Recognized as Employee of the Quarter for outstanding contributions and dedication to supporting veterans in need.

Marketing Representative
Green Company, Tampa Bay, FL

07/19 – 09/20

Assisted insurance agents in increasing sales by providing comprehensive support and guidance. Conducted research in the Medicare field, ensuring a thorough understanding of changes and regulations across all 50 states. Managed supply orders for agents, maintaining accurate records and submitting orders in a timely manner. Handled a wide range of inbound calls from agents, addressing inquiries regarding policy updates, supply orders, election periods, and product training. Facilitated the contracting process for clients with the nation's largest carriers in the industry. Maintained strong relationships with clients and agents, offering ongoing assistance, training, and support. Managed and troubleshooted online enrollment tools, resolving technical issues promptly, and ensuring a seamless user experience. Collaborated with the marketing team to develop strategies and promotional materials to enhance the adoption and utilization of online enrollment tools. Contributed to team meetings, providing valuable insights and suggestions for improving marketing efforts and streamlining processes.

- Increased platform enrolments from 2,000 to 10,000 annually through effective agent education and training.
- Promoted to the Online Enrollment Tool Manager role for the Eastern region, specifically overseeing the MyHealthPlan platform.
- Acted as the primary point of contact for MyHealthPlan, including accessing the master login to check agent accounts and enrollments, making profile changes, and providing training to clients over the phone and in person.

Infantry
United States Army, Tampa Bay, FL

07/11 – 10/14

Maintained radio communications and ensured uninterrupted communication at various levels, including squad, vehicle, and outpost levels. Conducted preventative maintenance, checks, and services on assigned vehicles, ensuring optimal operational conditions. Handled and secured millions of dollars' worth of equipment, ensuring proper storage and adherence to security protocols. Assisted in the implementation of operational security policies and procedures, contributing to the overall safety and effectiveness of military operations. Collaborated with team members to execute mission objectives, enabling seamless coordination during combat and training exercises.

- Received multiple medals for outstanding performance during deployment in Afghanistan.
- Led squad to victory, earning the title of "Best Squad" in a training exercise.
- Recognized as a top-performing Bradley crew member upon return from Afghanistan.
- Won recognition for exceptional performance and teamwork, consistently going above and beyond in fulfilling assigned duties.
- Displayed adaptability and resilience in challenging and high-pressure situations, maintaining composure and making sound decisions to achieve mission success.

ADDITIONAL EXPERIENCE

Delivery Driver Silver Company, Tampa Bay, FL	05/18 – 07/18
Returns/Online Order Management Orange Company, Tampa Bay, FL	05/17 – 07/17
Security Officer Magenta Company, Tampa Bay, FL	05/15 – 05/16
Dispatcher/Customer Service Brown Company, Tampa Bay, FL	10/14 – 01/15

CERTIFICATIONS

Beginner, Intermediate, and Advanced Motivational Interviewing
Veteran Support Specialist

EDUCATION

Master's Degree in History Tampa Bay University, Tampa Bay, FL	2022
Bachelor's Degree in Criminal Justice - Minor in History Tampa Bay University, Tampa Bay, FL	2019