

Amanda M. Garry

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Objective

I am an accomplished professional with diverse experiences; seeking a position to provide superior support and assistance in achieving the overall success of your businesses mission. My background offers: excellent organizational skills, self-motivation, data driven instruction and goal setting, individual instruction, team leadership, relationship management, and the ability to listen, motivate and direct others in a supportive, cooperative environment.

Education

MASTERS OF ELEMENTARY EDUCATION | GPA: 4.0 | ARIZONA STATE UNIVERSITY

BACHELOR OF SCIENCE | GPA: 3.96 | ARIZONA STATE UNIVERSITY

- Major: Tourism Development and Management with Certified Meeting Professional

Skills & Abilities

ADMINISTRATIVE

- Created: Contracts, Proposals and Invoices for clients.
- Excellent organizational skills
- Assistance to Executive Producer Organizing and arranging all aspects of client events from programming, layout, entertainment, etc. encompassing all daily tasks and responsibilities.
- Served as a Design Consultant working directly with clients and placing custom orders with manufacturers and suppliers.

COMPUTER

Proficient in the use of: Windows, Microsoft Word, Power Point, Excel, Google Docs, and the Internet

COMMUNICATION

- Creating High Impact Presentations with Strong Design skills.
- Planned and presented professional development training for staff members.
- Created and implemented innovative and engaging lesson plans and activities to help increase student learning motivation.
- Designed, Developed, and implemented curriculum and activities based on academic requirements.

LEADERSHIP

- Organized and conducted parent teacher conferences to help maximize student achievement.
- Mentored interns from state universities and community colleges.
- Strategic Data Goal Setting with students to drive academic success and quarterly results.

Experience

TEACHER | C.I. WAGGONER ELEMENTARY SCHOOL | JULY 2010 - PRESENT

PROJECT COORDINATOR / PRODUCTION ASST. | MERESTONE | MARCH 2008 - FEB. 2009

NANNY / OFFICE ASSISTANT | JANELLE DESSAINT KIMURA | JAN. 2007 - JAN. 2008

NANNY | DR. JOHN BASS | JUNE 2006 - JAN. 2007

DESIGN ASSOCIATE | COSTCO HOME STORE | OCT. 2004 - JULY 2005

Community Involvement & Certifications

- Member of Recreation Tourism Student Association
- Member for Waggoner's Site Council
- Committee Member of KSIT Intervention Team at Waggoner Elementary
- Student Member of Meeting Professionals International
- Thinking Maps Trainer Certified
- CGI (Cognitively Guided Instruction) trained/certified
- PLC (Professional Learning Communities) Certified
- Love and Logic Certification

References Available Upon Request