

Elizabeth Medina

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World Language Teacher of Spanish with 5+ years of experience flawless preparation of presentations, creating Curriculum, preparing lesson plans, differentiating instruction, preparing achievement reports and maintaining Accurate grades with the utmost confidentiality. Possesses a B.A. in Spanish K-12 and Secondary Education. Also possesses a M.A. in Educational Administration/Supervisory. Expertise in Microsoft Office, Google Suites—Google Classroom, Smart Board, Promethean Board, MacBook and Microsoft computers. Looking to leverage my knowledge and experience into a role as World Language Lead Teacher/Supervisor

CERTIFICATIONS

- NJ Standard Spanish Certification
- ACTL—Oral Proficiency Advance Mid-Standing
- Anti-Bullying Certificate
- School Leadership Certification—*Pending*

PROFESSIONAL EXPERIENCE

COUNTY COLLEGE OF MORRIS (Part-time)

Adjunct Professor, September 2015 – Present

- Instruct Spanish 1, 2, 3 in person and online/hybrid classes on BlackBoard
- Lecture/Teach Grammar techniques for development of Spanish listening, speaking, reading and writing.
- Use methodologies of teaching a language to successfully help students develop important basic skills to communicate in Spanish
- Keep accurate attendance and class participation records
- Implement class management technique where students follow class/course rules and school policies
- Create Activities for learning grammar concepts, when speaking, reading and writing
- Develop a great rapport with colleagues and student population for a comfortable learning environment
- Attend Adjunct Professional Development
- Keep organized gradebook records
- Communicate daily with student via email and blackboard
- Possess BlackBoard Instruction Certificate

SAINT THERESE SCHOOL (Part-time)

Spanish Teacher K-8 September 2015 – June 2017

- Worked 3 full days a week
- Implemented technology utilizing SmartBoard, Digital Camera, Quizlet, Educational YouTube, Textbook CD's, Google Classroom gr. 6 - 8
- Completed PD Hours "Protecting God's Children" for Catholic Schools
- Created Curriculum for grades K to 8th
- Utilize Google Classroom for homework and classwork assignments
- Teach basic Communicative Spanish, Culture and Grade level for Grades K-8
- Prepare students to read, write for presentational skills
- Maintain personal grade book and PowerSchool grade book
- Create and organize Lesson plans on PlanBook.com
- Use Exprésate 1A, 1B for upper grades and made copies for grades 1-3 from McGraw Soft Covered books
- Create all assessments including Quizzes, Chapter tests, Mid-terms and Finals for all grades

HANOVER PARK HIGH SCHOOL (Temporary Maternity Fill)

Spanish Teacher K-8 September 2014 – January 2015

- Implemented technology utilizing Smart Board and Digital Camera, Quizlet
- Utilize *Buen Viaje 1, 2, 3 Textbook* Materials online

- Create and organize Lesson plans on PlanBook.com
- Create all assessments including Quizzes, Chapter tests, Mid-terms and Final Assessments

NEWARK BRIDGES HIGH SCHOOL (Full-Time)

Spanish Teacher K-8 September 2011 – June 2013

- Implemented technology utilizing Smart Board and Digital Camera, Quizlet
- Utilize *En Espanol* and *Realidades 1, 2, 3 Textbook* Materials online
- Create and organize Lesson plans on School Template
- Create all assessments including Quizzes, Chapter tests, Mid-terms and Final Assessments

ROXBURY HIGH SCHOOL (Full-Time)

Spanish Teacher K-8 September 2009 – June 2011

- Implementation of technology utilizing Smart Board and Digital Camera.
- Utilize *Pearson—Realidades 1, 2 and 3 Textbook* Materials and online access
- Completed 51/100 Educational Development Hours needed within a 5 years period
- Create all assessments including Quizzes, Chapter tests, Mid-terms and Final Assessments
- Developed New Curriculum for a new Text Book Series—*Realidades 1 and 2*

EDUCATION

University of Phoenix, Phoenix, AZ

Master of Arts in Administration/Supervisory, November 2015

- Graduated GPA 3.7
- School Leadership Certification--*Pending*

William Paterson University, Wayne, NJ

Bachelor of Arts in Spanish K-12/Secondary Education, May 2008

- Graduated—*Magna Cum Laude*
- GPA 3.8
- NJ Standard Spanish Certification
- ACTL—Oral Proficiency Advance Mid-Standing

HONORS

- Phi Theta Kappa
- Psi Beta
- Dean's List 2000-2008
- Pi Lambda Theta
- Sigma Delta Pi
- Anti-Bullying Certificate
- Expert in Microsoft Office, with a focus Word, PowerPoint
- Expert in Google Suites, with focus on Google Classroom
- Fluent in Spanish and English

ADDITIONAL SKILLS

- Expert in Microsoft Office, with a focus Word, PowerPoint
- Expert in Google Suites, with focus on Google Classroom
- Fluent in Spanish and English
- Web and tech savvy, require little to no training
- Member of FLENJ—Foreign Language of Educators of New Jersey
- Member of *Reportorio* Spanish Theatre New York City

Tracking Number:	596550	Birth Date:	06 JAN
SSN:	xxx-xx- 6563	Email:	LISI0106@AOL.COM
Name:	Medina, Elizabeth	Phone Number:	973-770-3732 / 973-476-7814

**List of all the Certificate(s) issued by NJ Dept. Of Education as of Mon
08/21/2017 at 09:24:09 AM EDT**

Seq #	Certificate Type	Endorsement	County code	District code
	Basis code	Month/Year Issued (MM/YYYY)	Month/Year Expiration (MM/YYYY)	Certificate ID
1	CEAS	1550 - Teacher of Spanish	69 - William Paterson Univ	0000 - Unknown
	2 - Completion of a New Jersey approved professional education program.	04/2009		726266
2	Provisional	1550 - Teacher of Spanish	27 - MORRIS	4560 - Roxbury Twp
	2 - Completion of a New Jersey approved professional education program.	11/2009	07/2011	767702
3	Standard	1550 - Teacher of Spanish	69 - William Paterson Univ	0000 - Unknown
	2 - Completion of a New Jersey approved professional education program.	07/2011		825106

* For additional information about certification, please contact the Office of Certification and Induction at:

New Jersey Department of Education
P.O. Box 500
Trenton, NJ 08625-0500
or
call us: (609) 292-2070
or
Email us: Licensing.Requests@doe.state.nj.us