

David J. Eltz | Secondary Education English

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OBJECTIVE

To assist with operations within the Secondary Education Department while pursuing a higher degree in Curriculum and Instruction.

CERTIFICATION

Secondary Education – English

Spring 2018

EDUCATION

B.S. Secondary English Education from Kutztown University of Pennsylvania
Major: Secondary Education/English
Dean's List (2015-2018)

Kutztown, PA
Spring 2018

TEACHING EXPERIENCE

Antietam Middle/Senior High School

Teacher Candidate, Clinical Experience

- Taught 7th and 8th grade literacy, 10th grade academic and honors English, and 11-12th grade drama elective courses
- Prepared, delivered, and modified all lessons and materials
- Assisted in mentoring and tutoring students after school hours

Antietam, PA
Spring 2018

Muhlenberg High School

Teacher Candidate, Clinical Experience

- Taught 10th grade composition and public speaking courses
- Prepared, delivered and modified lessons based on classroom experience

Muhlenberg, PA
Spring 2017

North East Middle School

Teacher Candidate, Clinical Experience

- Employed classroom management techniques in 6th grade Language Arts
- Engaged in reflexive practices by observing and responding to student behavior

Reading, PA
Fall 2016

RELEVANT SKILLS

Knowledge of Taskstream Accreditation Platform

- Completed Secondary Education NCTE Certification program
- Created lesson plans, unit plans, and portfolios
- General knowledge of system through constant use

Kutztown, PA
Fall 2015-
Present

Proficiency in Microsoft Office and Google Drive

- Created documents, presentations, promotional materials, and databases using Word, PowerPoint, Publisher, and Excel

General knowledge of other graphic design software, including Adobe Creative Suite, InkScape, and LibreOffice.

CAMPUS LEADERSHIP & INVOLVEMENT

Kutztown University of Pennsylvania

Kutztown, PA

Phi Mu Alpha Sinfonia (Musical Service Fraternity)

Fall 2016-

Education Officer, President

Present

- Coordinated various on- and off-campus events, concerts, and forums

Kutztown University English Club

Fall 2017-

Treasurer, President

Present

- Coordinated on-campus competitions, events, and off-campus trips
- Created promotional materials and newsletters for events and competitions.

Spring 2018 Commencement Speaker

Spring 2018

- Composed and revised an original address to be delivered at the Spring 2018 morning commencement ceremony
- Coordinated rehearsals and meetings with various campus professionals and administrators

SELECTED WORK EXPERIENCE

Kutztown University, Schaeffer Auditorium

Kutztown, PA

Stage Crew Assistant

Fall 2016-

- Managed audio and lighting equipment and mixers in live-time
- Engaged and coordinated setup, teardown, and maintenance of stage equipment

Present

RELEVANT CAMPUS SERVICE

Kutztown University of Pennsylvania

Kutztown, PA

Service Through Phi Mu Alpha Sinfonia

Fall 2015-

- Represented the University and its chapter at a National Leadership Conference held in Evansville, Indiana
- Performed as a representative of Kutztown University at various locations and events, including a dinner for cooperating teachers
- Organized and hosted a professional workshop consisting of delegates from eight local colleges.

Present

Service Through Kutztown University English Club

Fall 2015-

- Facilitated literary submissions from local high schools to Kutztown University's Shoofly Literary Magazine
- Organized and attended various professional and recreational events as a leader and representative of Kutztown University

Present

Major-Specific Service

Fall 2015-

- Gave guided tours of Kutztown University's campus to groups of eighth-grade students.
- Organized and presented two assemblies aimed at encouraging students to attend colleges like Kutztown University, and specifically encouraging students to pursue education degrees at such a University.

Present