

# Amanda R. Mogitz

214 Anglemire Drive Stroudsburg, PA 18360

Phone: (570) 730-2971

Email: Mandimogitz@gmail.com

## SUMMARY

Our future lies within the hearts and minds of our children. As a student of East Stroudsburg University, my major is Professional and Secondary Education with a content area of Biology. My experiences include working with K-12 students in various subjects. Biology and information technology are my passions, and I have recently passed my Praxis exam for Biology. Looking forward to showing students how what they learn in school relates to them personally and can help shape their futures.

## EDUCATION:

### Master of Professional & Secondary Education

East Stroudsburg University Graduate School

Present

- GPA: 3.9/4.0

### Bachelor of Science in Biology/Chemistry

Moravian College

May 2013

- GPA: 3.00/4.00
- Gained experience in Microbiology, Vertebrate Physiology, and Genetics

### Associate of Applied Science in Education

Northampton Community College

Dec.

2009

- GPA: 3.74/4.00
- Graduated Magna cum Laude

## **CERTIFICATIONS**

- Pennsylvania Educator Certification Tests (PECT), Pending
- Criminal Record Check
- Child Abuse History Clearance
- Federal Criminal History Report
- Act 24
- TB Tested
- PA Act 126: Part 1 and Part 2
- Bullying and Recognition Response
- PA Act 71: Youth Suicide Awareness, Prevention and Postvention

## **TEACHING EXPERIENCE**

### **Long-term Substitute Teacher of Biology**

Freedom High School

December 2021-Present

- Created and implemented engaging lesson plans for eighty-four 9th and 10th grade students.
- Monitor student progress and completion of all assignments.
- Work collaboratively with fellow teachers to develop engaging lesson plans that meet PA State Standards.
- Support students with alternate strategies and provide additional assistance with daily assignments.
- Communicate regularly with parents, and students about assignments, weekly agendas, objectives and expectations.
- Consult with fellow teachers and staff learning specialists to develop alternate enrichment activities and modifications to students' programs to increase student understanding.
- Participated in IEP team meetings, observations, and assessments.
- Create SAP for students in need of school resources to remove barriers of learning.
- Implemented classroom management plan that assisted in creating a safe and engaging community of learning.
- Participated in professional development training including; B-Flex courses, Act 80 days, and vector training.
- Successfully coordinated participation in emergency drills utilizing NaviGate.
- Created an online classroom for asynchronous learning in Schoology.
- Utilized technology such as Discovery Education textbooks, Peardeck, Padlet, Playposit, virtual labs and Gizmos.

- Utilized various methods of assessments to identify student misconceptions and understanding of course topics.
- Created a study group for students in need of additional assistance or looking to expand their learning.

**Summer School 3rd/4th grade Mathematics Teacher /Paraprofessional**  
PLEASANT VALLEY SCHOOL DISTRICT

July 2021 – Present

- Review curriculum and devise alternate approaches to presenting lessons to increase student understanding (working directly with students and parents); create engaging and relevant lesson plans
- Monitor student progress and completion of all assignments
- Communicate with parents daily and provide feedback weekly on student work through progress reports
- Work collaboratively with other teachers to ensure that all students are successfully progressing through the program
- Develop a general knowledge of the summer school program and a very detailed knowledge of the courses for which responsible
- Support students with alternate strategies and provide additional assistance with daily assignments
- Communicate regularly with parents, students, and collaborating teachers
- Consult with other teachers and staff learning specialists to develop alternate enrichment activities and modifications to students' programs to increase student understanding
- Utilize classroom management techniques to provide an environment where all students can feel safe to learn

**Substitute Teacher**

Substitute Teaching Service

Apr 2021 – Present

- Maintain a high level of ethical behavior and confidentiality of information about school personnel.
- Assume the responsibility for overseeing student behavior in the classroom, during lunch, activity periods, and out-of-class settings.
- Execute instructional activities with individual students or small groups of students following the absent teacher's lesson plans.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Proficient in maintaining efficient classroom management skills.
- Conduct work in a polite and professional manner with other staff members and building

administrators.

- Other duties may be required that are not enumerated here that are part of the classroom teacher's curriculum or duties.

## **WORK EXPERIENCE**

### **IT Technician**

DLP Real Estate Capital

January 2019-April 2021

- Managed helpdesk tickets daily
- Configured desktop computers and laptops for company
- Installed Windows 10 operating system on desktop computers and laptops
- Worked with Active Directory
- Troubleshooting of desktop computers, laptops, printers, server issues, and endpoint protection issues
- Updated and maintained over 35 property computers
- Maintained inventory of computers, laptops, ink, mice, keyboards, headphones, VoIP phones
- Ordered all needed supplies and hardware including computers, printers, software
- Maintained an inventory of all company computers, VoIP phones, and printers
- Managed meetings in Zoom video conferencing
- Managed call recordings for all properties through Vonage
- Obtained quotes and arranged meetings for needed services such as digital signage
- Assisted in the installation of switches
- Terminated Cat6 lines
- Troubleshooting of Access Points
- On Call troubleshooting
- Troubleshooting Mac computers
- Installation of Google Apps Device Policy and workspace on phone
- Troubleshooting of phones
- Installation of endpoint protection on over 100 computers
- Configuration and troubleshooting of VOIP phones for Vonage
- Maintained meeting schedules
- Involved in onboarding and offboarding process of employees

### **PC Technician**

Strategic Systems/ Pomeroy

November 2018

- Performed server migration on primary and secondary server stations
- Performed server backup and restoration of files to servers

- Installed new client stations and verified their connection to the servers
- Tested and verified all systems worked correctly with management