

EDUCATION AND CERTIFICATIONS

Michigan State University, East Lansing, MI

December 2015

Master of Arts in Education

Concentration: Mathematics Education

Calvin College, Grand Rapids, MI

December 2006

Bachelor of Arts

Major: Secondary Mathematics Education

Minor: Geography

Certified in the state of Michigan to teach grades 6-12 mathematics and geography

TEACHING EXPERIENCE

8th Grade Algebra 1 Teacher, Colegio Bolivar

August 2015 – Present

Cali, Colombia

- Serve as the head of the mathematics department for grades 6-12 by facilitating weekly meetings focused on student improvement, managing department purchases, and providing professional feedback to teachers in the department
- Communicate with parents regularly in Spanish both written and verbally
- Serve as a house leader motivating students to foster a healthy community and to develop empathy for others through social service and reflection
- Administer both ACT and SAT college entrance exams as well as the Test of English as a Foreign Language (TOEFL) exams as a head supervisor

7th Grade Math Teacher, Colegio Bolivar

August 2008 – June 2015

Cali, Colombia

- Served as the 7th grade team leader organizing and facilitating team meetings in English and Spanish
- Served as a member of the middle school Principal Advisory Team acting as a liaison for the 7th grade teacher team
- Planned, organized, and led week long field trips to the department of Quindío, Colombia and Santander, Colombia with 7th grade students
- Developed and implemented the first annual and subsequent Math Olympics competitions with 6th and 7th grade student participants
- Developed, implemented, and revised the 7th grade Mathematics curriculum document for Colegio Bolivar

8th Grade Algebra Teacher, Vanguard Charter Academy

January 2007 – June 2008

Wyoming, MI

- Organized student council activities including multiple school dances and the Pennies for Patients school fundraiser for the Lymphoma/Leukemia Society
- Developed and implemented curriculum for a remedial Math Workshop designed for 7th and 8th grade students
- Coached an undefeated team of 6th, 7th and 8th grade boys to the league championship by instilling in players not only strong basic skills but also teamwork, accountability, and perseverance.

TECHNOLOGY EXPERIENCE

Mathematics Resource Library: <https://sites.google.com/site/milletttechresources/home>

Proficient in:

- Microsoft Office Suite
- Google Applications including Gmail, Calendar, Docs, Sheets, and Google Drive
- Website creation using Google Sites and Wix
- Moodle and Schoology online learning management systems
- Blog publisher Blogger
- Social Networks including Facebook, Skype, Google+, Twitter, and Pinterest
- Classroom projectors and SMART projectors as well as SMART Notebook software
- Webgrader and PowerSchool online grading software
- Mathematics software such as Geometer's Sketchpad and GeoGebra