

MORGAN COUNSELLER

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EXPERIENCE

Technology Coach — Okemos Public Schools, Okemos, MI

AUGUST 2017 - PRESENT

- Collaborated with teammates in a district-wide educational technology community
- Developed and communicated technology standards to district staff for students
- Created and taught technology-based lessons for other teachers to use and adapt to their students.
- Managed technology issues on a day-to-day basis throughout the school

4th Grade Teacher — Okemos Public Schools, Okemos, MI

AUGUST 2015 - PRESENT

- Independently planned and presented Common Core Standards based lessons in all subject areas in accordance with curriculum guidelines
- Integrated technology into lessons in a way that made learning more accessible to a wider range of students
- Coordinated and led staff meetings that taught other teachers how to integrate technology
- Communicated with parents and staff in order to develop successful solutions for all students
- Analyzed test results with school Data Team each semester to ensure student growth
- Collaborated and consulted with classroom teachers and special education staff so all student needs were met

Shift Leader — Glazed & Confused, Lansing, MI

JULY 2015 - AUGUST 2016

- Provided support and leadership to shift staff by assigning duties and monitoring performance
- Ensured excellent customer service using effective interpersonal and problem-solving skills
- Maintained a composed character during times of high volume or atypical dealings to keep the store working to the standard and to be a positive role model for the team.

Administrative Assistant — MSU University Advancement, East Lansing, MI

JUNE 2011 - NOVEMBER 2014

- Communicated with the department director daily to verify progress on tasks
- Harmonized with employees to ensure efficiency of departmental tasks
- Constructed and edited letters to University donors
- Developed a new filing and organization system online for charitable donations

SKILLS

- Adobe Acrobat Professional
- Graphic Tools: Adobe Flash, Photoshop
- Microsoft Office Suite
- Mac and Windows OS software
- Basic knowledge of JavaScript and HTML
- Google apps (sheets, docs, slides, etc.)
- Data entry
- Basic networking & troubleshooting skills
- Interpersonal skills
- Teaching/training

EDUCATION

Michigan State University,

East Lansing, MI — Master of Arts in Educational Technology

MAY 2017 - MAY 2018

Michigan State University,

East Lansing, MI — Bachelor of Arts in Elementary Education

AUGUST 2011 - MAY 2015

REFERENCES

References available upon request

