

Jayne L. Smith
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EDUCATION

Master of Education, Elementary Education

May 2005

California University of Pennsylvania

Cumulative GPA: 4.0

Master of Business Administration (30 credits)

Fairleigh Dickinson University – Madison, NJ

Cumulative GPA: 3.8

Bachelor of Science, Information Science

May 1987

University of Pittsburgh – Pittsburgh, PA

Major GPA: 3.3

CERTIFICATIONS

- Elementary K-6
- Mid-Level Mathematics 7-9
- Business, Computer Science, and Information Technology K-12

SUMMARY OF SKILLS

- Experience in planning creative lessons, leading, and supporting students.
- Strong planning, communication and organizational skills.
- Over fifteen years experience designing, developing, and using information technology.

TECHNOLOGY SKILLS

- Web Page Development
- Web Quest Development
- *Microsoft Office* Products
- *Inspiration*

TEACHING EXPERIENCE

Substitute Teacher

Mount Pleasant School District; Norwin School District – September 2005 to Present

- Instruct students from Kindergarten to High School in the areas of Information Technology, Mathematics and Elementary Education.

Student Teaching

West Newton Elementary School, West Newton, PA – January to March 2005

- Worked with fifth grade students.
- Instructed students in reading, spelling, writing, language arts, and social studies.
- Authored and implemented the *Counties of Pennsylvania* Web Quest for a Pennsylvania History Unit.

H.W. Good Elementary School, Herminie, PA – March to April 2005

- Worked with second grade students.
- Instructed students in reading, phonics, spelling, writing, language arts, math, science, and social studies.
- Created and implemented a Thematic Unit of Study on Energy.

Field Experience

Stanwood Elementary School, New Stanton, PA – Spring 2004

- Taught Kindergarten students lessons on phonemic awareness, mathematics, and science.
- Instructed students in group learning stations in math, computer applications, and language arts.
- Provided training to teacher in word processing and graphic design.

VOLUNTEER WORK

Stanwood Elementary School – Partners in Excellence (PIE)

New Stanton, PA – 2004

- Volunteered eight hours weekly in kindergarten classroom to support writing workshop.
- Worked bi-weekly in school library.
- Coordinated field day activity.

St. Paul's United Methodist Church

Youngwood, PA – 2004

- Sunday School Teacher (K-4)
- Vacation Bible School (Preschool – K)
- Tutored 5th grade student in math.

PROFESSIONAL DEVELOPMENT

ASSET Training

January 2005

Heinz History Center

May 2004

Teaching History through Art

April 2004

PROFESSIONAL AFFILIATIONS

Member, **Pennsylvania State Education Association**

September 2004

PROFESSIONAL WORK EXPERIENCE

Broadband Solutions Manager

October 2000 – July 2002

Lucent Technologies, Warren, NJ

- Architecture and development of complex integrated network solutions.
- Design and presentation of technical overviews to sales executives and customers for consideration.

Program Manager

October 1998 – September 2000

The Santa Cruz Operation, Murray Hill, NJ

- Management of the commercial product releases of a UNIX based Operating System.
- Facilitator of formal program status reviews with the senior management team.

Business Systems Analyst

May 1987 – September 1998

AT&T Communications, Somerset, NJ

- System engineering and project management for multi-media e-commerce applications.
- Management of a staff of over twenty software engineers.

HONORS

Presidential Honors Graduate – *California University of Pennsylvania*

Diamond Harp Award for Outstanding Performance – *AT&T*