

Dana

EDUCATION: University of Michigan, Ann Arbor
Bachelor of Arts in English and Spanish
Earning Teacher Certification in May 2004
Overall GPA: 3.5/4.00

EXPERIENCE: Chicago Public Schools (CPS) Chicago, IL June 2003-August 2003

Summer Fellow, Kenwood Academy

- Gained valuable insight into the teaching profession through professional development workshops, daily classroom instruction, and social interaction with CPS Personnel
- Enhanced teaching competency by team-teaching an English course and teaching a two-week writing lab to incoming freshmen at Kenwood Academy through the Step-Up Program

American Federation of Teachers (AFT) Washington, D.C. June 2002-August 2002

Educational Issues Department Intern

- Utilized writing skills by researching and compiling reports on various issues affecting the public education system (Topics included Teacher Spending, No Child Left Behind Act, Accountability, Testing Standards, etc.)
- Heightened analytical skills by reviewing and summarizing reports sent to the AFT by education professionals
- Demonstrated written and organizational skills by creating a “Contract Library” consisting of summaries of collective bargaining agreements from AFT Local Affiliates to be used as a resource tool for years to come
- Enhanced communication skills and social awareness by attending educational committee meetings, congressional hearings, press conferences, political rallies, and dinners as an AFT representative

Assay Designs, Inc. Ann Arbor, MI June 2001- August 2001

Sales & Marketing Assistant

- Improved communication skills by managing all customer and distributor correspondence regarding new company policies, product updates, and catalogs via e-mail, direct mailings, and phone calls
- Increased organizational skills by maintaining files of all correspondence with customers and distributors
- Displayed diligent work ethic by updating customer and distributor database daily
- Applied knowledge of writing techniques editing new contracts for new and existing international distributors

Federal Mogul Corporation Southfield, MI May 2000- August 2000

Logistics Intern for Distribution and Field Operations

- Utilized Excel to develop computer database used in analysis of current and future carriers
- Developed clear and concise writing skills by composing user manual for computerized Common Access Manifest System (CAMS) used by Federal Mogul distribution centers worldwide
- Expanded research abilities by organizing benchmarking study of the development of new methods of transportation and distribution (Warehouse Management Systems, Just-in-Time, etc.)

HONORS: Michigan Academic Achievement Award Recipient (Financial Scholarship Awarded to Incoming Students)
INROADS Intern (Merit-based Internship Program for Minorities)
Delta Epsilon Iota National Honor Society
University of Michigan Global Summer Business Institute 2001 Participant
University of Michigan Public Service Intern Program Summer 2002 Participant
National Dean’s List 2003 Nominee

SKILLS: Proficiency in Spanish reading and conversation (Four-year equivalency of college-level coursework)

ACTIVITIES: Chi Omega Fraternity, Eta Chapter at University of Michigan, ***2001 Executive Board Secretary***
National Council of Teachers of English (NCTE), ***Student Member***
American Council on the Teaching of Foreign Languages, ***Student Member***