

Melodie A. Phillips

Primary School Educator

Contact



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2001 Hawthorne Dr.
Navarre, FL 32566

Education

Bachelor of Science Degree in Marketing (1991)
Florida State University– Tallahassee

Teacher Ready Program Graduate (2012)
University of West Florida- Pensacola

Certification

Pre-K/Primary, to June 30, 2022

ESOL Endorsement, to June 30, 2022

Substitute, July 2007 – June 2012

Achievements

HNP Website Designer 2016

HNP Website Administrator, 6 years

Discover Education Grade-Level Rep, 5 years

Imagine Learning Grade-Level Rep, 3 years

Technology Committee Member, 3 years

PLC Facilitator, 1 year

PTO Grade-Level Rep, 1 year

2010-2011 Evaluation “Exceeds Expectations”

2011-2017 Evaluations “Highly Effective”

Professional Profile

Dedicated Educator: Eight years of extensive experience developing standards based curriculum; and, delivering educational excellence in Primary Education (see past 8 “Highly Effective” evaluations). Embracing techniques for ESOL and exceptional students.

Educational Innovation: Skilled teacher with success meeting needs of diverse students in a Title I school. Inspiring primary students in reaching high educational standards for career/college readiness, with STEAM incorporation. Facilitate development of consistent learner outcomes through steadfast participation in curricular committees and professional development.

Classroom Management: Creator of equitable, positive rewards-based learning environments while establishing clear expectations for behavior. Establishing communications with parents (including website) of my high expectations for participation, respect and focused learning.

Key Strengths: Inspiring students to higher levels of academic success, with focus on skills of perseverance and strategy utilization. Demonstrating enthusiasm for technology in my classroom, along with promoting in other classrooms; creating dynamic and engaging lessons; establishing and maintaining lasting rapport with paraeducators, teachers, administrators and parents. Promoting functionality and efficiency by fixing problems with computers, printers, and technology to allow IT specialist time for more pressing matters. Thinking outside the box in persistent problem solving; and, creating new methods to make teaching more effective, engaging, relevant and efficient.

Professional Experience

HOLLEY NAVARRE PRIMARY– Kindergarten Teacher, 08/2009 to 06/2017

Create and implement Language Arts, Math, Science, Social Studies, and STEAM in kindergarten grade classrooms. Employ a variety of current, innovative teaching strategies to motivate, inspire, and encourage student-centered learning. Design units to maximize available technology and resources while targeting skills for mastery. Provide one-on-one or small-group assistance and instruction for students performing below minimum academic achievement levels (RTI, IEP). Proactively manage parent relationships to promote involvement and high expectations for HNP. Record student progress, track areas of concern and strategize differentiated instruction. Original trainee of Dr. Tyner Small Group Intervention Program at HNP to utilize with all students since its inception in Santa Rosa County.

HOLLEY NAVARRE PRIMARY– Website Administrator, 08/2011 to 06/2017

Design website for functionality and visual aesthetics. Utilize Wix.com editing to keep information current and links functional for community involvement. Train 60+ classroom teachers to create their class' website for information accessibility for parents/community. Work closely with administration on website accuracy, up-to-date documents and completeness to secure Accreditation for HNP twice (for Mrs. Cooke & Mrs. Scott).

CODE.ORG– Assistant Professional Development Trainer, 06/2017 to Present

Learn presentation and training methods to help with PD trainings within my school and grade level. Perfect teaching colleagues to assist with promoting technology in each classroom. Focus on encouraging students, especially females, to pursue career readiness in coding and computer science.

“Really, truly, to have someone with your background in education is such a gift to the students and parents. And really truly, to have that someone absolutely adore children, is a phenom. And then really, really truly to have your creativity and enthusiasm on top of all that just knocks it outta the park” ~Shelley Mann

Melodie A. Phillips

Marketing / Public Relations Director



Programs

Microsoft:

- Outlook
- Word
- Excel
- Powerpoint
- Publisher
- Business Skype
- ClassLink
- OneNote
- OneDrive

Adobe

- Acrobat
- Photoshop
- Illustrator

SMART Notebook (SmartBoard)
Imagine Learning (ESOL)



Technology

- SmartBoard
- Document Camera
- LCD Projector
- iRespond
- iPad
- Dash Coding Robot
- Osmo:
 - Numbers
 - Words
 - Coding
 - Tangram



Internet

- Renaissance
- ThinkCentral
- Discovery Education
 - Virtual Field Trip
 - Board Builder
- MobyMax
- AbcMouse
- Tynker
- Code.org
- AbcYa
- Brainpop Jr.
- PBS Kids
- Starfall

Experience Continued

HOLLEY NAVARRE PRIMARY– Substitute Teacher, 08/2007 to 06/2009

Creating experience in teaching while attending the Teacher Ready Program at UWF. Gaining multi-teacher perspectives on time management, teaching styles, behavior management and lesson plans.

JIM BALL, INC.– Marketing / Public Relations Director, 01/2000 to 11/2004

- A** • Designing All Advertising & Collateral Pieces for 19 Retail Stores
- D** • Creating Annual Marketing Budget and Adhering to Constraints
- V** • Media Buying: Print, Radio, Billboard, Television, Internet
- V** • Working Autonomously Within Set Timelines and Deadlines for Projects
- E** • Coordinating with Four Merchandise Buyers and CEO for Advertising
- R** • Creating Email Campaigns with Newsletters, Special Events, Sales and Promotions
- T** • Implementation of Customer Rewards Program Which Integrated All Stores for Cross-Promotion
- I** • Data Inputting and Maintaining of 4,000 Customer Database
- S** • Creating and Administrating Six Web Sites, Including Photography
- I** • Contest / Campaign / Sales Coordinating
- I** • Trunk Show, Book Signing and Fashion Show Management
- N** • Completing and Submitting Press Releases for New Store Managers and Employee Promotions
- G** • Placing All Employment Ads and Forwarding Resumes to Appropriate Store Managers
- Creating and/or Acquiring All Signage for 19 Retail Stores
- Internal & External Public Relations for 19 Retail Stores
- Writing and Disseminating All Company Memos to Support Owner and Merchandise Buyers of Jim Ball, Inc.
- Public Speaking for Jim Ball, Inc. and the Destin Harbor Business Association
- Answering Outside Inquiries About Jim Ball, Inc. Stores, Merchandise Lines, Charitable Donations, Company History, and etc.
- Maintaining Memberships in Destin Chamber, Walton Chamber, Destin Harbor Business Association and Emerald Coast Advertising Federation
- Created the Employee Manual (company did not have one) and Administering Reading Portions for New Employees
- Originally Converted All Written Ledgers for Accounting to Excel Spreadsheets and Maintain Them if Problems Arise
- Acquiring and Monitoring Supplies for Office of Ten Employees