

Margaret R. Zeigler

1103 Eye Street #206, Bakersfield, CA 93304

maghie.zeigler@gmail.com

661.444.6647

To Whom It May Concern:

Thank you for your time, as I appreciate your review of my resume. I am originally from Daytona Beach, FL, but relocated to Bakersfield last year from Seoul. I have been working as a substitute teacher and academic tutor with various districts in the Kern County Superintendent of Schools and their supported programs. While I enjoy working with the families and students in the Kern County area, I am looking to move back into ESL, working with a focus in alternative and special education. I have had a great deal of experience with students of all levels and spectrums; I would like to continue in the field of education and further my own by completing a master's of Education within the next 3 years.

I feel that I would be a good fit for your organization for many reasons. I have a unique set of skills ranging from classroom teaching, corporate training and private tutoring to office management and sales/marketing experience. As a result of my work overseas, I have developed the ability to adapt and apply new concepts quickly. I am hard working and am open to anything that will improve upon my ability to successfully complete any job requirements. If hired, I am confident that I will be able exceed any expectations placed upon me.

Salary requirements are negotiable depending upon location and type of position available. Attached, you will find my experience and qualifications.

Thank you again, and I look forward to working with you soon!

Sincerely,



Maghie Zeigler

Certificated Substitute

Academic Tutor

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“Maghie”

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OBJECTIVE: To continue a career with a dynamic company that contributes to the education of our future.

QUALIFICATIONS

4 years of experience in English Language instruction (classroom/1:1)
Genuine care for students and their education
Ability to apply creativity and ingenuity to curriculum
Successfully developed sales/marketing business plans and educational programs/curriculum
Remarkable management and computer skills
Proficient in Windows and Macintosh programs
Excellent telephone and typing skills
Impressive public speaking ability
Exceptional office skills and multitasking abilities
Conscientious in administrative duties
Works well as a team member or independently
Leads with confidence and takes direction easily
Adaptable and sensible, as well as adventurous and inquisitive
Takes pride in appearance and dresses appropriately
Bachelor of Science in Psychology
Current TB Clearance and Satisfactory Medical Exam

EDUCATION

Daytona Beach Community College 5/2002
Associates Degree: Elementary Education
Graduated with High Honors 4.0 GPA

Troy State University 5/2005
B.S. Degree: Major: Psychology Minor: Social Science
Graduated with Honors 3.8 GPA

Successful completion of CBEST 5/2013

California Teaching Credential 30-Day Emergency Substitute (expires 7/2014)

Certified in CPR/AED: Adult, Pediatric & Infant (Workplace/Community) (expires 5/2014)
Certified in Basic First Aid: Adult, Pediatric & Infant (expires 5/2014)
Certified in Bloodborne Pathogens (expires 5/2014)

EMPLOYMENT IN CALIFORNIA:

July 2013 to Present Long-term Substitute Teacher, Kern County Superintendent of Schools and associated districts
Manage 15 districts and needs for substitute teacher services within the California School System in Kern County. Follow California Common Core Standards and follow strict district and school safety, procedure and policy guidelines. Provide quality education to students of all spectrums from K-12 Alternative Education and Special Education/Autism Spectrum to mainstream K-8, as well as front office and floating needs. Ensure clarity of communication between school, absent teacher and substitute as to the progress and details of the class. Maintain strict schedule and am on call some days beginning by 5 am. Create a positive learning environment while overcoming the challenge of walking into a new situation daily.

January 2013 to Present Tutor, ABC Phonetic Reading School
Provide language arts and/or math tutoring to elementary students K-8 grades. Assist in non-profit sector of company during fall months. Prepare lessons and provided learning materials independently to meet and exceed goals set by the California Tutoring Standards. Maintain accurate records approved by the Bakersfield City District. Cultivate relationships with the students and parents, and work to tailor lessons to individual students within given parameters and guidelines. Successfully assisted 16 students exceed their goals set by standards and learning plans during the last semester.

January 2013 to Present Tutor, ACE/Touch-Screen Tablet Computer Tutoring
Provided language arts and/or math tutoring to elementary students K-8 grades. Prepared lessons and provide learning materials independently to meet and exceed goals set by the California Tutoring Standards. Utilized personal tablet for student learning activities in accordance with a program offering tablets to students at completion. Maintained accurate records approved by the Bakersfield City District, as well as Taft District Schools. Cultivated relationships with the students and parents, and worked to tailor lessons to individual students within given parameters and guidelines. Successfully assisted 19 students exceed their goals set by standards and learning plans during the last semester.

EMPLOYMENT IN KOREA:

May 2009 to June 2012 English Language Instructor/Research and Development, Soongsil English Town
Educate students (primary to high school) on the phonetics, grammar, vocabulary, and creative writing aspects of the English language. Focus is maintained on writing and vocabulary, as well as public speaking and debate, through weekly evaluations of journals, book reports and discussion classes. Research and development of syllabi, supplements, and textbooks, as well as overall assistance in improving instructing systems. Develop professional, functional relationships with co-teachers to foster effective lines of communication with parents and students, as well as create a positive learning and working environment.

EMPLOYMENT IN FLORIDA:

3/2007-3/2009 Assistant Manager/Manager in Training, DuMarkt Concepts, Inc.

Assisted company director with implementation of management training program regarding sales, training, interviewing, administrative duties, recruiting for face-to-face marketing firm currently working contracts with AT&T. Consistently hit daily sales goals while balancing interviewing and training simultaneously. Create and support a fun and positive environment to encourage personal and professional development of the team, as well as developing momentum for productivity within sales force. Team building as well as HR duties such as layoffs, hiring, payroll. Promoted very quickly and consistently a top-ranked representative, regionally and nationally.

6/2006-3/2007 New Home Sales Counselor, KB Home

Sales representative in Gold Coast Region, for growing division of nationally renowned residential homebuilder, using compilation of previous experience and direct outside and inside sales. Customer contact, personal interview, follow up, retention and communication. Use and maintenance of personally designed database, as well as lead follow up driven by company marketing. Work as a team player with fellow associates and attend meetings and conference calls. Originate leads through community and Realtor involvement, including personal presentations and attendance at trade and community social events. Assist in training of new counselors, in broker relations area, with expertise in marketing.

6/2005-6/2006 Account Executive, Southern Title

East Volusia Area marketing representative for largest independently-owned title company in Florida. Maintained current client relationships as well as developed new avenues of business. Was given financial responsibility and the independence to support two offices in Volusia county for the highest rated branches in the state. Coordinated and oversaw various committees, events, and other networking and marketing gatherings.

2/2004-8/2005 Server/Bartender, The Deland Artisan Inn

Provided excellent customer service to patrons of the fine dining and entertainment establishment. Worked effectively with a team of servers to ensure overall complete guest satisfaction. Assisted with and oversaw various banquets and special events. Often a closer, I worked to keep accurate banks.

3/2003-5/2005 Closing and Transaction Coordinator, Bank of America Mortgage

Assistant to Account Executive position. Managed mortgage office for Account Executive by handling contracts, credit reports, and other sensitive documents, and working directly with clients to ensure a satisfactory experience in buying residential and commercial properties.

10/2003-1/2004 Seasonal Customer Service Assistant, Sears

Worked in busy retail department store in customer service during holiday season. Worked in various departments and assisted customers with their purchases, as well as keeping the area clean, up-to-date and presentable according to corporate marketing standards.

10/2003-5/2004 Administrative Assistant, The Living Well Center

Created marketing materials, designed and maintained websites, built customer relations through email and telephone. Organized and tracked confidential information, attended seminars and overall hosted by and related to The Living Well Center, a natural healthcare center.

3/2002-9/2003 Program Director, Boys & Girls Clubs of Volusia/Flagler Counties

Supervised children ages 6 to 18, implement educational and fitness programs. Trained my staff. Tracked and filed confidential information, handle payroll. Compiled information regarding membership, community relationships, fundraising, etc., into monthly report. Used sales experience to raise funds and generate donations. Attended related

events and seminars in the community. March 2003, received an award for dedication and unselfish devotion in service as Program Director and received a promotion in June 2003.

1/2001-2/2002 Office Assistant, Sergio R. Collado, M.D.

Worked in medical office to organize and filed confidential information in patient files, assisted office manager in telephone and customer service. Helped clerk staff in clerical and cashier duties. Assisted patients and medical assistant. Billed patients and insurance companies.

6/2000-12/2000 Real Estate Salesperson, Keyes Company

Showed, sold and listed properties for clients. Called prospective clients. Attended events. Actively involved in advertising and marketing through email, magazines, personal appearances, etc. Followed up with clients through telephone, email and personal meetings.

2/1999-8/2000 Server, Friendly's Inc.

Worked with a team of servers to provide an excellent dining experience for customers. Was given closing duties within first 6 months of hire. Opening duties were given after 8 months.

REFERENCES PROVIDED UPON REQUEST