

Sarah Gerding

810-240-1069

SarahLGerding@gmail.com

www.SarahGerding.weebly.com

Education

Oakland University (GPA: 4.0/4.0) *September 2012 – May 2014*

Elementary Education K-8 (Math Endorsement)

- Masters of Arts in Elementary Education in progress (6 credits from completing)

Michigan State University (GPA: 3.88/4.0) *August 2005 - May 2008*

Bachelor of Arts in General Management, Eli Broad College of Business (High Honors)

Bachelor of Arts in Psychology, College of Social Science (High Honors)

- Member of Psi Chi National Honor Society
- Member of the National Society of Collegiate Scholars

Experience

Wattles Elementary, Troy, MI *February 2015 – May 2015*

Long-Term Substitute Teacher

- Thirteen week long-term substitute position in a 2nd grade classroom
- Attended Grade Level Professional Development meetings
- Took over all lesson planning, classroom management and instruction
- Conducted and scored all third quarter assessments
- Presented Visible Thinking strategy to parents during Parent Workshop
- Conducted and reported spring Fountas & Pinnell reading assessments
- Input 3rd quarter report card scores
- Prepared and conducted spring parent-teacher conferences
- Attended half day Professional Development technology meeting
- Visible Thinking Committee and CAT Pack Committee member
- Volunteered for Title One Book Bingo Night and Kindergarten Roundup

Wattles Elementary, Troy, MI *September 2014 – November 2014*

Long-Term Substitute Teacher

- Twelve week long-term substitute position in a 2nd grade classroom
- Set up classroom and handled all pre-school parent communication
- Attended all day Professional Development technology meeting
- Attended Grade Level Professional Development meetings
- Hosted Curriculum Night for parents
- Took over all lesson planning, classroom management and instruction
- Conducted and scored all beginning of the year assessments
- Prepared presentation for Family Goal Night
- Conducted and reported fall Fountas & Pinnell reading assessments
- Responsible for organizing and overseeing field trip to Upton Hills Farm
- Input 1st quarter report card scores
- Prepared and conducted fall parent-teacher conferences
- Visible Thinking Committee and CAT Pack Committee member

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Washington Elementary, Washington, MI

May 2014

Long-Term Substitute Teacher

- Two week long-term substitute position in a 2nd grade classroom
- Took over all instruction, classroom management, grading and planning
- Oversaw students during three school-wide emergency drills
- Accompanied students on field trip to the Detroit Zoo

Wattles Elementary, Troy, MI

September 2013 – April 2014

Student Teacher

- Completed over 100 field work hours in 2nd grade classroom during Fall 2013
- 12 week student teaching internship in a 2nd grade classroom during Spring 2014
- Took over all lesson planning, classroom management and instruction
- Created and continually updated classroom website
- Handled communication with parents (newsletters, emails, phone calls, conferences)
- Completed 2nd and 3rd quarter report cards
- Participated in all team planning meetings
- Co-taught before school Math Academy program three days per week
- Attended all staff meetings and in-services with cooperating teacher
- Attended Visible Thinking Professional Development meetings
- Conducted incoming Kindergarten assessments

North Hill Elementary, Rochester, MI

January 2013 – April 2013

- Completed over 30 hours of field work in a 2nd grade classroom
- Helped lead teacher organize and prepare lessons
- Read with students one-on-one and focused on areas for improvement

Webster Elementary, Hazel Park, MI

September 2012 – December 2012

- Completed over 30 hours of field work in a 4th grade classroom
- Worked with students during Math and Reading Workshop
- Conducted Dibels Next Assessments

Great Lakes Employee Benefit Services, Troy, MI

June 2008 – May 2012

Group Account Manager

- Manage all aspects of clients' employee benefit plans - specifically underwriting and client service management
- Underwriting responsibilities include issuing and analyzing Request for Proposals, evaluating alternative plan options and building monthly financial reports
- Client service responsibilities include day-to-day troubleshooting via phone and email and creating employee communication materials

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Software Skills

Microsoft Office

- Proficient with Excel, Word, Outlook, PowerPoint and Publisher
- Utilized Excel to track student achievement data
- Utilized Word, PowerPoint and Publisher to create parent communications and lesson plans

Weebly

- Created classroom website during student teaching:
www.team6rockstars.weebly.com
- Incorporated multiple technologies within a website (blogs, videos and photo galleries)

Prezi: Utilized Prezi software to create interactive lessons

Windows Movie Maker: Created movies and interactive lessons

SmartBoard: Utilized SmartBoard and accompanying software for classroom lessons

Volunteer Activities

Browning Elementary, Utica, MI

March 2014

- Volunteered for 2014 Science Night
- Ran "Tornado in a Bottle" booth; helped students complete experiments

Washington Elementary, Washington, MI

March 2013

- Volunteered for "Odyssey of the Mind" lunch program
- Helped run different science experiments

Certifications

Project Wild Certification

March 2013

- Completed Project Wild training
- Gained knowledge of science activities and experiments to explore with students outdoors

Certified Employee Benefit Specialist (CEBS)

January 2009 – January 2011

- Eight course Wharton School of Business curriculum encompassing all aspects of Employee Benefits (Health and Welfare, Retirement and Human Resources)

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References

Joyce Brasington
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