

LATORIA BUTLER

<https://lnbutler989.wixsite.com/latorianicolewebsite> • 989-332-9792 • latorianicole4@gmail.com

TEACHING METHODOLOGY | STRATEGIC PLANNING | CLASSROOM MANAGEMENT

Leveraging my expertise to strategically bring teaching and classroom improvements

PROFESSIONAL SUMMARY

- Dedicated, ambitious and goal-driven professional with 4years' + progressive experience in academic settings. Documented success in providing activities and materials that engage and develop the students intellectually. Excels at guiding students to make feasible college goals based on their professional and academic aspirations. Recognized for being a strong problem solver who is resourceful and able to work independently. Remarkably interpreted a variety of instructions furnished in written, oral, diagram, or schedule form. A driven individual who is promising to satisfy educational needs and well-being of the students. Built a reputation of a compassionate, hardworking, and an excellent role model within an incredible short span of time. Effective communicator and resourceful teacher who has a proven ability to enhance students' performance to shape a better world for the students and empower them with knowledge. Committed to improving student performance and understanding of educational concepts.

CORE COMPETENCIES

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| • Classroom Management | • Critical/Creative Thinking | • Teaching & Conceptualization |
| • Suitability Assessment | • Special Education Development | • Problem Solving |
| • Career Decision Making | • Supervisory Expertise | • Effective Communication |
| • Strategic World Building | • Quality Control, And Teaching | • Reporting & Documenting |
| • Team Building and Mentoring | • Meticulous Details-oriented | • Complex Problem Solving |
| • Early Childhood | • Public Speaking & Lesson Plans | • Progress Assessments |
| • Curriculum Development & Organizational | • Script Formatting & Proofreading | • Analytical Research Skills |
| • Effective Time Management | • Facilitation Initiatives | • Screenwriting & Copywriting |
| • Performance Monitoring | • Training and Development | • Personable & Dependable |

TEACHING SKILLS/ABILITIES

- Strong ability to develop and implements lesson plans for specific classes utilizing standards, curriculum and course(s) of study.
- Able to employ a broad range of instructional techniques to retain student interest and maximize teaching and learning process.
- Outstanding written and verbal communication skills with competent in implementing interactive teaching for students
- Proactive ability to attend parent-teacher meetings, work with corporate management, academics and school administrative.
- Well-organized with excellent leadership abilities, identifying ways to increase community performance and productivity.
- Exceptional ability to manage multiple teaching projects under pressure and meet tight deadlines.
- Exceptional interpersonal and presentation skills, leadership and teaching abilities, and communication (verbal and written) skills.
- Strong ability to develop and issue educational content including notes, tests, and assignments.
- Plan and implement educational activities and events, supervise classes to ensure all students are learning in a safe environment.
- Well-versed in organize supplies and resources for lectures and presentations.
- In-depth knowledge of deliver personalized instruction to each student by encouraging interactive learning.
- Ability to ensure your classroom is clean and orderly, and evaluates and document students' progress.
- Prepare and distribute periodic progress reports and semester report cards.
- Excellent ability to allocate and grade homework, assignments, and tests.
- In-depth knowledge of teaching methods and legal educational procedures.

PROFESSIONAL EXPERIENCE

MIDDLE SCHOOL ELA TEACHER PHILMORE ACADEMY |

- Developed and implemented an effective instructional program in a learning environment that guides and motivates students to grow and achieve their academic goals.
- Observed and evaluated student's performance and development.
- Communicated necessary information regularly to students, colleagues and parents regarding student progress and needs.
- Participated in extracurricular activates such as field trips and related activities.

**PUBLISHED WRITER & AUTHOR
FREELANCE |**

Jan 2018 - Present

- Successfully published 3 novels and multiple manuscripts to demonstrate adept skill in student development, character planning, world building, and overall content creation with unlimited creativity potential.
- Developed factors, such as theme, plot, characterization, psychological analysis, historical environment, action and dialogue to create material to connect with readers and emphasize engagement with content.
- Oversaw marketing and budgetary allocations of publications to increase community initiatives, rapport, and personal connections with targeted audiences and consumers.

**PORTFOLIO MANAGER & ADMINISTRATIVE SPECIALIST
BYRIDER DEALERSHIP |**

Mar 2018 - Oct 2019

- Completed and achieved Top Performer each month with achievement of monthly goals and portfolio expansion.
- Questioned and interviewed applicants by phone to determine client needs and provide strategic evaluations of service implementations for increased client satisfaction and retention.
- Analyzed and identified client credit improvement areas with focus on financial challenges to provide expert guidance on multidisciplinary improvement of services for retention of clientele.

**FINANCIAL CONSULTANT
GATEWAY FINANCIAL |**

Feb 2017 - Mar 2018

- Recognized as Top Performer every month for client acquisition, retention, and satisfaction.
- Coordinated written and verbal communication with borrowers regarding past-due accounts to effectively understand financial situations and apply applicable solutions for payment.
- Identified and rendered daily goals to achieve both weekly and monthly portfolio expectations to demonstrate accountability, negotiation abilities, and leadership for secured objectives.

**TEACHING STRATEGIST & PROFESSIONAL CAREER COACH
SVRC Learn to Earn Academy |**

May 2016 - Feb 2017

- Successfully created impactful lesson plans, curriculum content, and applying real-world scenarios to abstract concepts for effective teaching of various students.
- Provided written progress reports and modified teaching strategies to include clients with disabilities for streamlined integration and assurance of comprehensive student success.
- Taught multiple clients from diversified backgrounds to read, write, and effectively present themselves in professional manners to cultivate an environment and classroom of trust and rapport.
- Trained clients to acquire basic job skills, interpersonal abilities, and accustomed nature to general work routines to increase their employability and potential for success.
- Edited resumes, conducted mock interviews, and formulated interview questions to adequately prepare clients for the workforce with focus on sustainable strategies for success in any industry.

PRESCHOOL TEACHER

2006 - 2010

Bethel Educational Center- Cathay St Saginaw, MI

- Developed and inspired adults with disabilities everything from alphabets to basic math skills, acting, and differentiated instruction.
- Participated in professional development workshops on classroom management skills and teaching strategies.
- Created and administered summative and formative assessments and analysed student progress.
- Designed classroom presentations based on county curriculum to meet students' needs and abilities.
- Completed progress reports which included individualized notes regarding students' strengths and areas of improvement.
- Handled crisis intervention, analysed and determined student goals and needed services.
- Managed incentive programs and organized student occupational & physical therapy sessions.

EDUCATION

BACHELOR OF FINE ART, CREATIVE WRITING

2019

- Full Sail University

MEDICAL ADMINISTRATION & BILLING, CERTIFICATION

2012

- Dorsey Schools

SELECTED ACCOMPLISHMENTS

- Successfully created innovative curriculum and lesson plans for classroom of 30+ to utilize impactful teaching strategies for long-term retention of knowledge.
- Recognized as top performer for 10+ years in client consulting and administrative positions.

- Successfully Published 3 books: The Thorn in Her Rose, Anjaleek's Girl Code, Anjaleek's Coloring Book
- Successfully facilitated creative Projects include: Instinct and Morality, and Other Stories, Sample of The Aftereffect, The Guy Between Us.
- Proficiency and successful in using Microsoft Office (Word, Excel, Access, PowerPoint, Spreadsheet tabulations, Internet).

REFERENCES

- Available on request