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**Caitlin Christmas**

**Education**

Fall 2008 – Fall 2013 Western Illinois University Macomb, IL

**BA Bachelor of Arts,** Fall 2013

Major: English Education

Minor: Music

**Illinois Certification,** Spring 2014 – Summer 2018

License: Professional Educator License

**Endorsements for PEL,** Spring 2014 – Summer 2018

Secondary Education, Grades 6-12

Language Arts, Middle School Grades 6-8

Music, Middle School Grades 6-8

English Language Arts, Senior HS Grades 9-12

**Teaching/Related Experience**

January 2014 – Present

Carthage, IL and Sciota, IL

Illini West and West Prairie High Schools

**Long Term Substitute**

* Designed a curriculum for Microsoft Word, PowerPoint, Excel, Access
* Created assignments and guided students through Intro to Accounting
* Developed activities geared towards business demands
* Graded all student work and maintained close relationships with parents/educators
* Navigated through PowerSchool and Lumen programs

Lewistown High School

Lewistown, IL

August 2013 – November 2013

**Student Teacher**

* Observed 11th and 12th grade English classrooms
* Developed and taught lessons for 6 weeks consistently
* Designed quizzes, tests, homework assignments, and projects
* Created a blog site for students to engage in technology and education
* Formed a student body newsletter titled “The Indian Voice” with Legend students
* Assisted with the high school marching band

September 2012 – April 2013

Sciota, IL and Macomb, IL

West Prairie High School and Edison Elementary School

**Block Teacher**

* Observed a Junior class taught and geared towards ACT preparation
* Developed and taught 7 lessons
* Designed and graded quizzes, tests, and homework assignments
* Created a website via Edmodo and used this website to teach in class

**Work Experience**

Macomb, IL

Office of Public Safety Campus Police

August 2013 – December 2013

**Dispatcher and Student Patrol**

* Reported emergency and non-emergency situations via radio to campus police
* Acted as an undercover student patrol to observe and report what police could not see
* Assisted campus police in emergency situations or when help was needed
* Dispatched emergency medical services to illness or injury situations on campus
* Documented all calls on the computer for record keeping
* Contacted and dispatched additional emergency services as requested by police
* Sent appropriate campus personnel to handle janitorial, technical, or mechanical situations

Macomb, IL

Western Emergency Medical Services

September 2012 – December 2013

**First Responder**

* Assessed patients and took vital signs
* Prepared medications for the senior E.M.T. to administer
* Documented patient information and when necessary, turned it over to transport
* Handled highly stressful situations in a calm and collective manner
* Provided patient care to minors and adults in medical or physical injury situations
* Contacted parents of minors to discuss situations and receive permission to treat

Macomb, IL

Cato Fashion

March 2012 – January 2013

**Sales Associate**

* Handled adverse scenarios with unhappy customers
* Provided excellent customer service regardless of the situation
* Turned the store around within a time limit
* Competed to receive commission and recognitions
* Gave constructive criticism to new employees about work ethics
* Worked as a team member to make sales more successful for the business
* Handled money and transactions for the business and transferred money to the bank

**Special Licenses**

* First Responder
* CPR
* IL Professional Educator License

**Leadership**

Chi Omega Sorority, **Career and Personal Development Chair**

Chi Omega Sorority, **Sisterhood Director**

Chi Omega Sorority, **Founder of Dance for Wishes**

National Council of Teachers of English, **Treasurer**

**Awards and Accomplishments**

Western Emergency Medical Services, **Most Runs by A Member**

Western Emergency Medical Services, **Scholarship Recipient**

Western Emergency Medical Services, **E.M.T. In Training**

Chi Omega Sorority, **Greek Goddess 2012**

**Affiliations**

* Theater
* Dance
* Choir
* Band
* Softball
* Tennis

**References**

Kevin Shelton Susie Lafary

Johnsburg High School Principal English/Speech Teacher

Email: kshelton@johnsburg12.org Email: slafary@lewistown97.net

Phone: 815-385-9233 Phone: 309-547-2288

Previous High School Principal Previous Student Teaching Mentor Teacher

Brad Gooding John Bushmire

Illini West High School Principal West Prairie High School Principal

Email: gooding.brad@illiniwest.org Email: bushmirej@westprairie.org

Phone: 217-357-2136 Phone: 309-456-3750

Current Employer Contracted Current Employer