

**OBJECTIVE:** I am a driven, organized, dedicated, and loyal educational leader who has the ability, ambition, and flexibility to succeed in a variety of environments. I am seeking a position in higher management where my solid experience in data analysis coupled with raising student achievement will best serve the organization.

**EDUCATION:** **Florida International University;** Miami, FL  
Masters of Science in Educational Leadership  
Graduation Date: December, 1999

**University of Miami;** Coral Gables, FL  
Bachelor of Arts in History and Latin American Studies  
Minor in Secondary Education  
Graduation Date: May, 1994

**EXPERIENCE:** **Principal**  
**Ponce de Leon Middle School**  
**Coral Gables, FL**  
**2006 – Present**

Monitored the development and implementation of the total school program, including a major historical construction renovation of the campus. Instrumental in the school's transition and approval into a full fledged International Baccalaureate Middle Year's Programme, while balancing the curricular demands of an International Studies and International Education Program. Instrumental in raising the school's letter grade to an A.

**Assistant Principal**  
**Dr. Michael Krop Senior High School**  
**North Miami Beach, FL**  
**2005 – 2006**

Monitored the development and implementation of the mathematics, science, and magnet curricular program, observations, teacher in-services, internal accounts, budget, department chairpersons, teacher certification, articulation, F.T.E. Reports, discipline, security, technology, and tutorial programs.

**Assistant Principal of Curriculum**  
**John F. Kennedy Middle School**  
**North Miami Beach, FL**  
**2000 – 2005**

Monitored the development and implementation of the curricular program, observations, teacher in-services, internal accounts, budget, supplements, master schedule, department chairpersons, teacher certification, articulation, exams, progress reports, report cards, Title I Program, A.B.C. Reports, F.T.E. Reports, standardized testing, student services, teams, discipline, security, technology, tutorial programs, ESOL implementation, and have served as the principal's designee.

**Teacher Dean**  
**John F. Kennedy Middle School**  
**North Miami Beach, FL**  
**1999 – 2000**

Monitored the functioning of teams, discipline, gifted program, activities, and field trips. Assisted in the development of the master schedule, developed supplement schedule, and coordinated articulation activities. Conducted workshops in Creating Independence through Student-owned Strategies (CRISS), as a District certified trainer.

**Social Studies Teacher**  
**John F. Kennedy Middle School**  
**North Miami Beach, FL**  
**1996 – 1999**

Taught regular and advanced level US History and Civics courses in the regular school program as well as the Student At Risk Program (SARP). Served as team leader; chaired various committees including Black History, Hispanic Heritage, and Women's History; sponsored Student Council and Future Educators of America; served on the EESAC; assisted in the writing of grants; and organized major fundraising activities for John F. Kennedy Middle School.

**Social Studies Teacher**  
**Carver Community Middle School**  
**Delray Beach, FL**  
**1994 – 1996**

Taught regular and advanced level American History and Florida Studies in an inclusion setting. Tutored lower-achieving students. Sponsored Student Council, Builders' Club, and Students Against Drunk Driving (SADD) Club. Coached intramural soccer, kickball, and boys' varsity volleyball.

**HONORS:** Assistant Principal of the Year, Regional Center 2, 2006  
Assistant Principal of the Year, ACCESS Center 2, 2004  
Outstanding Administrative Team Support, John F. Kennedy Middle School, 2005  
Outstanding Administrative Support, Future Farmers of America, 2000  
Teacher of the Year, Nominee, John F. Kennedy Middle School, 1999  
Outstanding Achievement in Teaching, Carver Community Middle School, 1996

**ORGANIZATIONS:** Coral Gables Chamber of Commerce, 2006 – present  
Florida League of Middle Schools, 2006-present  
District Principal Liaison Committee, 2006 – present  
Dade Association of School Administrators, 2001 – present  
District Assistant Principal Liaison Committee, 2003 – 2006  
ACCESS 2 Assistant Principal Steering Committee, 2002 – 2006  
Association for Supervision and Curriculum Development, 2003 – 2006  
International Society for Technology in Education, 2003 – 2006  
International Reading Association, 2003 – 2006  
Council for Exceptional Student Education, 2003 – 2006

**REFERENCES:** Available upon request