

Melissa Crain
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EDUCATION:

- Brandman University – Single Subject Credential, Science 2017 - 2019
- Sacramento State University – Major – Speech Pathology & Audiology 2013-2015

EMPLOYMENT HISTORY:

- John Adams Academy** 2018 – 2019
- Designed and implemented standards-based curriculum with hands on learning.
 - Developed and executed lesson plans that align with NGSS and Engineering concepts that drive performance-based expectation tasks.
 - Responsible for developing students critical thinking, organizational, and verbal communication skills.
 - Responsible for lesson planning, attending meetings, professional development, and modifying teaching methods.
 - Applied various strategies and techniques to effectively educate students on how to solve and apply skills during assessments.
 - Utilized formative and summative assessments to drive instruction while monitoring student progress.
 - Fostered a conducive social and emotional learning environment.
- Sacramento City Unified School District, Father Keith B. Kenny** 2017 – 2018
- Worked as a long-term substitute teaching 7/8th grade mathematics and science.
 - Utilized formative and summative assessments to drive instruction while monitoring student progress.
 - Fostered a conducive social and emotional learning environment.
 - Designed and implemented standards-based curriculum with hands on learning.
- Sacramento City Unified, Sutter Middle School Sacramento, California** 2015 - 2016
- Worked as a volunteer helper in an 8th grade science class.
 - Duties included clean-up of the classroom, organizing a variety of activities for the day, communicating with the teacher about curriculum and student needs.
- Sacramento City Unified, Thomas Edison Elementary School** 2015 – 2016
- Worked as a volunteer helper in a 6th grade classroom.
 - Duties included clean-up of the classroom, organizing a variety of activities for the day, communicating with the teacher about curriculum and student needs.
- Giving Hands To Children** 2013 – 2015
- Worked as a volunteer at an occupational/speech therapy facility.
 - Duties included clean-up of the classrooms, organizing a variety of activities for the day.
 - Communicated with the therapist about different strategies for the clients.
- Bartender/ Trainer** 2015 – 2018
- Café Bernardo – Berkley Bar, Sacramento CA, (916) 922-2841
- Assist with training new employees by coaching and teaching policies and procedures.
 - Coach team members on company's expectations on sales and performance.
 - Create action plans and lessons to teach new information/procedures to new bartenders.
 - Working for continuous improvement, coach to create a better working environment.

- Deliver exceptional customer service to all guests.

ORGANIZATIONS/ CERTIFICATES:

- NSSLHA – CSU Sacramento Chapter 2013 – 2015
- Speech Communication Skills Recognition May 2011

COMMUNITY INVOLVMENT:

Operation Feed Sacramento - Sacramento, California 2013 – Present

- Organized teams to prepare, cook, and serve people in need of food. Set up locations in the community for a safe meal.

Jacket Drive Sacramento, California 2013 – Present

- Used marketing techniques to reach communities who can donate warm clothing for people in need. Set up camps in various locations to distribute clothing.

Coalition of Concern Medical Professional, CCMP Sacramento, California 2015 – Present

- Helped by making phone calls to receive donations and/or to get volunteers.

SKILLS:

- **Coaching/Training**
 - Collaborative planning with co-teachers
 - Onboard new hires and teach training curriculum within a set deadline
 - Assist colleagues by explaining more complex process and procedure in greater detail
- **Leadership:**
 - Organize and lead shifts to create a more productive environment
 - Inspire new employees to create a better vision and end result
 - Adapt an approach of flexibility when faced with any situation
- **Computer Skills:**
 - Proficient in Google docs, slides, sheets, hangout, and classroom
 - Proficient in Microsoft Word, Power Point, Excel, and Outlook