

**Melissa Crain**  
(209) 481-2300  
[Melissajcrain@gmail.com](mailto:Melissajcrain@gmail.com)

---

**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 7/8<sup>th</sup> 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 INVOLVEMENT:**

**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