

Gretchen K. Manns

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OBJECTIVE To obtain a position in the field of elementary education that uses skills in creative thinking, flexibility and an appreciation of diversity.

EDUCATION

St. Norbert College, De Pere, WI, May 2008

Bachelor of Arts Degree in Elementary Education

Minor: Mathematics GPA: 3.38/4.0

Certification: Middle Childhood-Early Adolescence

Honors/Awards: Dean's List, E. Thomas DeWane, O. Praem Award, Presidential Scholarship, FIA Chicago Scholarship, Celebrating Student and Faculty/Staff Collaborations, L.E.A.D. Award

University of the Sunshine Coast, Sippy Downs, QLD, Australia, Fall 2007

- Study Abroad program with coursework, including introduction to Australian education and mathematical education courses.
- Traveled throughout Australia and New Zealand, improving navigational skills.
- Gained knowledge in Australia education.
- Established cultural awareness and gained an appreciation for different cultures.
- Strengthened intrapersonal skills, including patience, independence, and higher responsibility.

TEACHING EXPERIENCE

Student Teacher, 1st Grade, St. Bernard School, Green Bay, WI, August – October 2007, December 2007 – January 2008

- Instructed 23 first grade students in all academic areas.
- Assisted in setting up classroom before school was in session.
- Constructed an inter-disciplinary unit on clouds.
- Actively participated in staff meetings and in-service days.
- Observed IEP meeting.
- Showed flexibility when changes arose with scheduled and unscheduled events.
- Strengthened time management skills.

INTERNATIONAL TEACHING EXPERIENCE

Student Teacher, Secondary Education, Presentation Secondary School, Listowel, Co. Kerry, Ireland, October – December 2007

- Instructed multiple Mathematics classes, with students ranging in age from 11-16.
- Strengthened organizational skills.
- Became more creative with limited resources.
- Adapted quickly to a different way of teaching and education system.
- Developed global perspective of the variation of instructional methods.
- Gained appreciation for a different culture and lifestyle.
- Created a hands-on pattern unit based on an idea in the mathematics book.
- Established strong relationships with students, staff and family.

CAREER-RELATED EXPERIENCE

Pre-Professional Block, Grade 2, Jackson Elementary School, Green Bay, WI, February 2008 – May 2008

- Performed an interest interview, sight word inventory, informal reading inventory and potential reading level.
- Remediate a student to work on reading and writing skills.
- Strengthened creativity by creating game like lessons to teach reading and writing skills.

Pre-Professional Block, Grade 8, Parkview Middle School, Ashwaubenon, WI, February 2007 – May 2007

- Planned and oversaw two reading groups.
- Improved classroom management skills.
- Planned and implemented a unit on GPS units with three other classmates.
- Strengthened creativity by working in a group.

Pre-Professional Block, Grade 5, Jefferson Elementary School, Green Bay, WI, November 2005 – December 2005

- Assisted in a classroom of 16 students.
- Constructed a science unit on blizzards, hurricanes and tornadoes.
- Taught multiple mathematics lessons reinforcing multiplication facts.
- Became aware of lack of communication skills.

Pre-Professional Block, Grade 4, Wrightstown Elementary School, Wrightstown, WI, October 2005 – November 2005

- Created a unit on the true Thanksgiving with a classmate.
- Constructed a movie with clips and pictures from the lessons.
- Improved technology skills.

Pre-Professional Block, Grade 1, Westwood Elementary School, DePere, WI, September 2005 – November 2005

- Taught math to a small group of students.
- Used “Everyday Math.”

Reading Buddy, Pre-School, Children’s Center (SNC), DePere, WI, September 2005 – November 2005

- Met once a week with a preschooler.
- Read many books and created activities to go along.
- Became more creative to interest child and keep focus.

Pre-Professional Block, Grade 4, Wrightstown Elementary School, Wrightstown, WI, October 2004 – November 2004

- Lead multiple literature circles with another classmate.
- Strengthened communication skills.
- Improved preparation and organizational skills.

Religious Education Teacher, St. Francis Parish, Wilmette, IL, 1999 – 2004

- Planned lessons for every Sunday in the academic calendar.
- Work with multiple ages throughout the years.
- Gained self-confidence.

ADDITIONAL WORK EXPERIENCE

Caterer, **Bemis Catering**, DePere, WI, Academic Years 2007 – Present

Intern, **Chicago Mercantile Exchange**, Chicago, IL, December 2006 – January 2007 and Summer 2007

Mechanic and Office Assistant, **Northshore Automotives**, Wilmette, IL, Summers 2004, 2005 and 2006

CONFERENCE PRESENTATIONS

Created and presented lesson unit on geocaching/GPS systems at local, state and national conferences:

- Wisconsin Geographic Alliance (WIGA) Summer Workshop, De Pere, WI, June 2007
- Wisconsin Council for Social Studies and International Education Conference, Middleton, WI, March 2008
- Wisconsin Media and Technology Association Conference, Milwaukee, WI, April 2008
- 5th Annual “Celebrating and Faculty/Staff Collaborations”, De Pere, WI, April 2008
- Wisconsin Geographic Alliance (WIGA) Summer Workshop, De Pere, WI, June 2008
- National Education Computing Conference, San Antonio, TX, June 2008

LEADERSHIP AND ACTIVITIES

St. Norbert College Crew Team, 2004 – Present

- **Vice President**, assisted present in planning a fundraising event

Kappa Beta Gamma Sorority, 2005 – Present

- **Ugly/Advisor Chair**, secret position where something nice is done weekly for the Ugly Man and Advisor
- **Alumni Chair**, communicated with alumni about the group and told the group about alumni updates
- **Historian Co – Chair**, collaborated with partner to complete slideshows and scrapbooks to preserve the year’s events
- **Corresponding Secretary**, wrote thank you, congratulation, sympathy, notes
- **Recruitment Co – Chair**, worked with two others on planning and running recruitment events, also responsible for understanding and explaining recruitment rules
- **Fundraising Chair**, planned fundraising events and motivated group members to participate
- **Multiple Sclerosis Benefit Co – Chair**, worked with a partner in dividing up responsibilities to group members, finding speakers and organizing the donations and schedule of the benefit

Student Wisconsin Education Association (SWEA), 2005 – Present

Order of Omega, Greek Leadership Honour Society, 2006 – Present

- **Secretary**, utilize strong written communication skills to take minutes and organize listserv

Phi Beta Delta Honor Society, 2007 – Present

- **Vice President**, ran meetings when president was unable to attend and helped planned International Awareness Week