

B. Rebecca Sanderson

DOB. 12AUG1987

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Work History

Secondary English Teacher; Beech Senior High School, Hendersonville, TN

January 2015 – April 2018

- Effectively utilize collaborative teaching strategies as well as close and critical reading strategies while maintaining a focus on Common Core state standards.
- Data from summative and formative assessments and my personal evaluation of daily lesson plans were used to improve student performance and understanding.
- Led parent/teacher conferences and regularly communicated with parents via email with concerns as well as praise reports.
- Constantly collaborated with subject/grade level teachers to ensure we are working together to provide the students with the best possible resources.

Administrative Assistant, Reliance Aerotech Services; Nashville, TN

October 2014-July 2015

- Manage and organize all company bank records, contracts, financial reports, and personnel files to convert to an electronic file for quick reference and to uphold legal contractual requirements.
- Organize all incoming office mail and direct visitors to appropriate employees.
- Assist the senior recruiter with contracts and agreements to ensure employees have all necessary paperwork prior to beginning their employment with Reliance.

Office Manager, Agape Animal Rescue; Nashville, TN

March 2013-January 2014

- Manage all incoming calls/emails.
- Maintain office efficiency by planning staff meetings, maintaining the filing system, and coordinating the supplies and medical care of all dogs in the program.
- Organize and lead educational programs for school aged children focused on taking responsibility for themselves and their pets.
- Work side by side with the Executive Director assisting with event planning, meeting with donors, and ensuring a proper match between foster parents and new incoming dogs.

Administrative Coordinator, iostudio; Nashville, TN

2011-March 2013

- Analyzed corporate Verizon and AT&T accounts to ensure fiscal efficiencies; revised contract agreements to save company an average of \$4,000 in monthly costs.
 - Tracked corporate security clearances; responsible for protecting the privacy of 180 company employees. Act as a liaison with federal consultants and the National Guard Bureau, who review security clearance process and documentation (SF85) in order to ensure company is adhering to contractual standards.
 - Manage annual certification requirements that ensure employees are HIPPA and Information Assurance (IA) certified.
 - Manage day-to-day administrative processes, including travel arrangements for corporate executives; scheduling catering; and tracking expense reports.
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Education

Master of Arts in Teaching, Cumberland University – Graduated December 2015

- Passed Praxis II ELA content exam-April 2014
- 3.8 GPA

Bachelor of Science, West Chester University of PA - Graduated 2010

- Concentration in Social Work with a minor in Health Science and Psychology
- Graduated with a 3.73 GPA
- Honors graduate

License & Endorsement

License Type: Practitioner Teacher

- Endorsement: 407 English 7-12
- License Number: 000618764

Volunteer Experience

Assistant Director, SAFPAW, Nashville, TN – 2014 - 2015

- Work closely with the director as outreach workers in a low socioeconomic area to support the community in learning proper care of their animals.
- Partner with board members and volunteers to effectively plan events, address community needs, as well preform essential research that enables us to acquire specific grants.
- Train incoming volunteers as well as coordinate and lead events.

Wives Behind The Badge; Nashville, TN – 2012 - present

- Support families affected by the unique hardships of being an immediate family member of a Law Enforcement Officer (LEO).
- Engage in online private forums that connect wives across the country to provide emotional support and help when needed.