

Shiketa M Harper
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Objective

I am an open-minded, hard working and highly motivated person. I am always open to new challenges. Although I have experience in the HealthCare industry. I hold myself to the highest standards. Meaning anything that I do I put one hundred percent effort into it.

Skills:

Data Input, Charting, Medication Distribution, Blood Pressure, Vital Signs.

Professional Summary

Experience with implementing common core curriculum and daily lesson planning. Broad experience in research based instructional practices. Strong ability to maintain positive relationships with students, teachers, parents and community.

Summary of Qualifications

- ❖ Georgia Teaching Certificate 6-12 Business Education
- ❖ Education Specialist in Curriculum Instruction Management and Administration
- ❖ Exploratory Department Head
- ❖ Differentiated Instruction
- ❖ Collaborates with administrators and staff effectively
- ❖ Health and Life Insurance Agent

Experience

Oak Hill Middle School 08/2014-Present Milledgeville, GA

Exploratory Department Head/Exploratory Teacher

- ❖ Observed and assessed student performance and kept thorough records of progress
- ❖ Implemented a variety of teaching methods such as whole group instruction, small group instruction and individual instruction
- ❖ Established clear objectives for all lessons, units, and projects
- ❖ Scheduled and held parent conferences to keep parents up to date on student's academic performance
- ❖ Established positive relationships with students, parents, fellow teachers and school administrators
- ❖ Employed a broad range of instructional techniques to retain student interest and maximize learning
- ❖ Took appropriate disciplinary measures when student misbehaved
- ❖ Implemented reading strategies in lesson to increase students reading levels
- ❖ Differentiated instruction according to student ability and skill level

Extra-Curricular Involvement

- ❖ PBIS Committee
- ❖ SILT Team
- ❖ Aspiring Leaders Cohort

Helm's Career Institute 09/2013-08/2014 Milledgeville, GA

Adjunct Professor

- ❖ Remained current in subject matter developing learning strategies Recorded student grades and kept an accurate record of student's grades Devised learning materials to help students
- ❖ Rendered tutorial sessions for students
- ❖ Addressed students individual needs

Georgia Correctional Healthcare 04/2003-09/2013 Administrative Assistant/Certified Nursing Assistant

Hardwick, Georgia

- ❖ Answered and directed phone calls
- ❖ Ordered medical supplies
- ❖ Assisted in the preparation of regularly scheduled reports
- ❖ Established, maintained, and updated files, records and other documents
- ❖ Sorted reviewed and distributed incoming and outgoing mail
- ❖ Coordinated and organized special events
- ❖ Coordinated maintenance of office equipment
- ❖ Coordinated transports for inmates to and from their medical appointments

Education

2018 Educational Specialist Degree in Curriculum &

Instruction and Administration Nova Southeastern
University Davie, FL

2014 Master's Business Administration with a concentration in
Healthcare Management Schaumburg, IL

2012 Bachelor's Business Administration with a
concentration in Healthcare Management Schaumburg,
IL

T-5 Teaching Certificate in Business Education 6-12 (Georgia)

Relevant Coursework

Educational Leader, Managing Change in Education
Environment, Curriculum & Instruction Trends and Issues