



# CHARLOTTE HARRIS

Volunteer Teacher

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## PROFESSIONAL SUMMARY

With 7 years of volunteer teaching experience, I am dedicated to cultivating an enriching educational environment that empowers students to thrive. My expertise in designing engaging lesson plans, addressing diverse learning needs, and fostering strong community ties drives my commitment to student success and personal growth. I aim to inspire every learner to achieve their fullest potential.

## WORK EXPERIENCE

### Volunteer Teacher

Apr / 2021-Ongoing

WidgetWorks Inc.

Denver, CO

1. Designed and implemented diverse learning materials to maximize student engagement and academic growth.
2. Collaborated with educators to support students with behavioral and special needs, ensuring they achieve their academic goals.
3. Created enjoyable yet educational activities that promote personal development and learning.
4. Led conversational English classes for adults, focusing on practical skills in reading, speaking, and listening.
5. Introduced a business English course tailored for professionals, enhancing their communication skills.
6. Facilitated a Japanese language after-school program, enriching the curriculum for grades 5 through high school.
7. Conducted assessments and adjusted teaching strategies to meet the evolving needs of students.

### Substitute Teacher

Apr / 2018-Apr / 2021

Cactus Creek Solutions

Phoenix, AZ

1. Engaged students across various educational levels through dynamic lesson planning and instructional methods.
2. Employed motivational strategies to promote active participation in learning activities.
3. Incorporated diverse learning modalities into classroom instruction to cater to individual student needs.
4. Maintained professionalism and classroom decorum, fostering a collaborative environment.
5. Documented student progress and maintained accurate records of educational activities and interventions.
6. Coordinated with staff to ensure a unified approach to student education and support.

## EDUCATION

### Bachelor of Arts in Education

Apr / 2015-Apr / 2018

State University

Phoenix, AZ

Focused on developing teaching strategies and educational frameworks to support diverse learning environments.

## SKILLS

Active Listening

Instructional Skills

Networking

Assessment Techniques

Technology Integration

Multicultural Awareness

## INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

## STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

## LANGUAGES



English



Swahili



Mandarin

## ACHIEVEMENTS

Increased student reading proficiency by 30% through tailored lesson plans.

Developed a community outreach program that engaged over 100 families.