

VALARIE GOLD

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SUMMARY

Educator and experienced clerical worker, efficient in completing administrative tasks and interacting professionally with youth. Proficient in record keeping, scheduling, and excellent communication skills.

KEY SKILLS

- Clerical experience • Scheduling Appointments/Meetings • Ethnographic research experience
- Proficient in Microsoft Software • Certified Teacher • Curriculum design experience • Customer service

PROFESSIONAL EXPERIENCE

English Teacher: Del Valle Independent School District January 2021 - May 2022

- **Taught students** in the classroom and virtual setting using 7-12 English & Language Arts curriculum
- Included Social & Emotional Learning and Mindfulness curriculum into classroom lessons
- Maintained collaboration in team department meetings to **develop curriculum & unit plans**
- Effectively utilized technology and online tools such as Zoom, Google Sites, Microsoft, etc.
- **Assessed and provided feedback** on student progress via reports and intervention strategies

Teacher Assistant: UT Austin, Moody College of Communication August 2020 - December 2020

- Graded classwork and provided feedback in course titled Introduction to Communication Foundations
- Provided support for faculty and students via Canvas Learning Management System

Front Desk Assistant: Austin School of Film December 2017 - July 2020

- **Provided administrative support** and customer service for staff, faculty, and students
- Greeted visitors, conducted tours, and answered front desk phone
- Updated and organized the events calendar, class schedules, and room reservations

Library Assistant: UNT Media Library August 2015 - July 2017

- Performed clerical services such as answering phones, opening/closing library, and greeting patrons
- **Completed spreadsheets and databases** in order to archive content on the UNT Digital Library
- Assisted in hosting library events such as film screenings, game nights, and library escape room

Research Assistant: UNT Department of Media Arts January 2017 - May 2017

- Coordinated educational activities for youth in foster care
- **Conducted focus group** discussions and curriculum pertaining to media studies & youth literacy
- Prepared and **maintained program logs**, reports, and files for faculty research

EDUCATION

Master of Arts in Media & Society; *Non-profit Studies Portfolio* May 2021

University of Texas at Austin **GPA: 3.8**

Master's Report "*Cosmopolitan Curriculum and Media Literacy Education in Global Action Project*"

Bachelor of Arts in RTVF; *Music & Spanish Minors* May 2017

University of North Texas **GPA: 3.6**

RELEVANT COURSEWORK

- Ethnography & Qualitative Interviews
- Adolescent Literacy
- Dynamics of Organizations and Communities
- Social Media and Society

CERTIFICATIONS

Texas Secondary Education License, 7-12 June 2020

English as a Second Language Endorsement June 2020

AWARDS

Outstanding Student Assistant Award at UNT Libraries Fall 2017