

Richard A. Miller

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OBJECTIVE

To use my knowledge and experience as a Highly Qualified teacher to inspire and motivate students for a dynamic future in which they are successful in every facet of life.

CERTIFICATION

Michigan Secondary Provisional Certificate

6-12 English (BA); 6-12 Political Science (CD)

Have currently passed MTTC tests in both major and minor, August of 2006

EDUCATION

Michigan State University, East Lansing, MI.

3.75 GPA

Currently attending; in progress of obtaining Masters of Education Degree. Have earned 12 credit hours thus far.

Western Michigan University, Kalamazoo, MI.

3.81 GPA

Bachelor of Arts in Education, December 2006

Major: English

Minor: Political Science

Southwestern Michigan College, Dowagiac, MI.

Associates of Arts, August 2006

Program concentrating on education

Dowagiac Union High School, Dowagiac, MI.

High School diploma; graduated 1991

TEACHING

EXPERIENCE

Paw Paw High School, Paw Paw, MI.

High School Cognitively Impaired, Self-contained classroom Para-Pro

Fall 2011- Spring 2012

Assisted with and wrote curriculum for cognitively impaired students in grades Nine, Ten, Eleven and Twelve. Instructed various subjects from Life-skills and Cooking to Mathematics and Biology.

Paw Paw High School, Paw Paw, MI.

High School English Teacher; grades 9, 10, 12

Fall 2010-Spring 2011

Wrote curriculum, instructed, assessed, evaluated and managed Ninth, Tenth, and Twelfth grade language arts classroom. Responsible for all Grade Level Content Expectations being met through instruction of materials and inspiration, as well as, motivation of students.

Co-taught sections of English 10 and English 12 while in Paw Paw. Focusing on needs of both individuals with 504 Plans, as well as, those in the General Education Population.

Marcellus Middle School, Marcellus MI.

6th Grade English Language Arts teacher, August 2007-August 2010

Wrote curriculum, instructed, assessed, evaluated and managed sixth grade language arts classroom. Responsible for all Grade Level Content Expectations being met through instruction of materials and inspiration, as well as, motivation of students.

Three Rivers High School, St Joseph County ISD, Three Rivers, MI.

Internship

August 2006-December 2006

Instructed, assessed, managed and wrote lesson plans for classes in **Language Arts 11** and **Language Arts 9**. Planned literature units for *To Kill a Mockingbird*, *Animal Farm* and Jon Hassler's *Four Miles to Pinecone*, as well as various short stories from the *Glencoe Literature* textbook covering units in American heritage, contemporary literature, and basic instruction of grammar and mechanics.

In addition to Language Arts classes, also assisted with instruction, assessment and classroom

management of **Yearbook Publications** class; involved planning, layout and writing of copy for yearbook. Regardless of subject, promoted and managed an environment conducive to individual and group, student-centered learning.

Western Michigan University, Kalamazoo, MI

English 1000 instructor,

August-December 2004

Wrote curriculum, instructed, assessed and managed **Basic Writing** class. Planned and taught basic writing skills using a workshop-forum environment focusing on revision, peer-review and editing skills.

Loy Norrix High School, Kalamazoo Public Schools, Kalamazoo, MI

Pre-Intern Teacher,

April –May 2005

Oversaw, assisted and taught 9th and 10th grade Language Arts classes. Conducted and evaluated literature lesson covering Judith Ortiz Cofer's short story *American History* emphasizing cultural impacts on history and point of view.

EXTRA CURRICULAR/COACHING EXPERIENCE

Junior Varsity Football Coach- 2009, 2010

Seventh Grade Boy's Basketball Coach- 2009, 2010

Developed and maintained relationships between the coaching staff members. Maintained professional quality training and cooperation among staff and athletes, while I managed all aspects of the team from advising parents to modeling work ethic and solid principles of personal conduct for student athletes.

Class Sponsor; Class of 2014

Developed relationships and guided Freshman class in fundraising endeavors, planning of future affairs and executing current events.

Deacon; Sister Lakes Community Church

Fall 2011-

Oversee upkeep of physical plant and monitor and implement fiscal policies and procedures for church body.

Sunday School Teacher; Sister Lakes Community Church

Fall 2011-

Write and teach curriculum based on Bible related topics and church doctrine.

EMPLOYMENT

EXPERIENCE

Casa Del Rio Mexican Restaurant, South Bend, IN.

Manager, 2004-2007

Oversee all personnel, serving as facilitator and supervisor for establishment.

TGI Friday's, Mishawaka IN.

Assistant Manager, 2001-2004

Bar Manager with duties including the supervision of over 100 employees, achievement of financial goals set forth in the Profit/Loss Statement, maintaining the physical plant, hiring and training of new staff members and ensuring guest satisfaction of up to 1100 guests per shift.

Applebee's International Inc., Overland Park, KS.

General Manager, 1997-2001

General Manager at new store opening on Father's Day of 2000. Served as facilitator and supervisor for unit, with responsibilities including all oversight of hiring, training and other employee issues. Development of marketing strategies and budgeting/cost analysis plans, as well as setting the tempo, attitude and emotional standards for the restaurant.

PROFESSIONAL MEMBERSHIPS AND AWARDS

Member of the National Council for Teachers of English

Member of the Michigan Education Association

Dean's List, College of Education and College of Arts and Sciences; WMU 2003-2006

Member of Phi Kappa Phi Honor Society