

# Carolyn Joyce Freitag

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## Library Media Specialist

### SUMMARY

**An educator with more than ten years of experience who is:**

- Skilled at developing resources and activities to meet the diverse learning needs of all students.
- Trained to model and promote effective uses of technology as tools for learning and teaching.
- Trained and experienced at managing personnel as well as financial and physical resources.
- Genuinely interested in helping to inspire, guide and build a foundation for students to become curious, active and independent lifelong learners.

### EDUCATION

**Master of Science**, Learning Technologies, Drexel University, Philadelphia, Pennsylvania, 2011-2014, GPA 3.5

**Master of Education**, Elementary Education, Holy Family University, Philadelphia, Pennsylvania, 1990-1992, GPA 3.66

**Bachelor of Arts**, Psychology (Minor: Marketing/Management)  
Holy Family University, Philadelphia, Pennsylvania, 1977-1981, GPA 3.23

### Relevant Studies

Designing Virtual Communities for Staff Development  
Developing Educational Leadership and Team Building  
Managing Information Organizations  
New Media Literacies  
Professional and Social Aspects of Information Service

### CERTIFICATIONS

Elementary K - 6  
Library Science K-12  
Instructional Technology Specialist K-12  
Family and Consumer Sciences K - 12  
Business, Computer and Information Technology K-12

### PROFESSIONAL AFFILIATIONS

American Library Association  
Association for Supervision and Curriculum Development  
Computer Science Teachers Association  
International Literacy Association  
International Society for Technology in Education  
National Association for the Education of Young Children  
National Council for the Social Studies  
National Science Teachers Association

**Carolyn Joyce Freitag**

## **PROFESSIONAL EXPERIENCE**

### **Second Grade Teacher**

ST. MICHAEL THE ARCHANGEL SCHOOL, Levittown, PA, September '97 - March '98

- Assisted the students with the creation of a weekly class newsletter, enabling them to effectively use technology to produce and publish writing and to interact and collaborate with others
- Conducted group and individual instruction in the classroom and in afternoon tutoring sessions, which allowed all students to read grade level text with purpose and understanding

### **Second Grade Teacher**

ST. JOHN OF THE CROSS SCHOOL, Roslyn, PA, September '92 - June '93

- Developed original thematic units to present the archdiocese' science and social studies curriculum, which inspired many students to select non-fiction or informational texts when visiting the school library
- Encouraged cooperation among the students through various group activities which provided the students with the tools necessary to establish positive and supportive relationships with others

### **Preschool Teacher**

BREEZY POINT DAY SCHOOL, Langhorne, PA, September '02 - June '06

GOD'S WINDOW PRESCHOOL, Holland, PA, January '99 - May '01

CHILDTOWNE MONTESSORI, Churchville, PA, September '95 - June '97

- Prepared developmentally appropriate, thematically based lessons across the curriculum, which encouraged student interest in learning through literature
- Created original learning centers to accompany each thematic unit, which provided opportunities for the students to practice and master new skills
- Collaborated with intervention specialists to assist those students with special needs, which contributed to their success in the general classroom

### **Substitute Teacher**

ASSUMPTION BVM.SCHOOL, Feasterville, PA, September '90-June '92

MORRISVILLE SCHOOL DISTRICT, Morrisville, PA, September '01-March '02

- Performed essential classroom duties in elementary and special education classrooms while maintaining state and district educational guidelines
- Provided educational continuity by implementing established lesson plans, and exercised professional judgment when introducing new material when appropriate or necessary
- Developed and maintained positive interactions with students, faculty, and administrators, building a rapport and gaining respect and trust to ensure an environment conducive to learning

## **RELATED EXPERIENCE**

### **Volunteer Tutor, November '13 – Present**

- Coordinate schedule with students to provide remedial services
- Work with students who experience difficulty understanding concepts in language arts and math; monitor each student's progress and adjust individualized instructional programs
- Help students develop study skills and organizational techniques to improve their academic performance in the content area subjects

### **Homeschool Supervisor, January '05 – June '13**

- Managed home-school program for my daughter from fourth through twelfth grade; incorporated creative lessons and authentic learning experiences which provided real world transferable knowledge and 21<sup>st</sup> century skills
- Created curriculum and original lesson plans that provided a myriad of educational experiences through field trips and research activities

## **OTHER WORK EXPERIENCE**

NUTRISYSTEM, Fort Washington, PA, December '06-October '13

### **Weight Loss Counselor, December '06-October '13**

- Identified needs and drew from my own education and experiences which motivated clients to overcome obstacles and optimize their weight loss results
- Encouraged clients to set daily and weekly goals and followed up on their progress; this accountability increased weight loss success rates
- Assisted clients with website navigation and compatibility issues which resulted in an improved customer experience
- Researched current trends in nutrition and fitness and created job aids as power point presentations on topics covered which the counselors readily accessed when needed
- Authored an original monthly fitness column in the counseling department's newsletter, which provided well researched information for the staff to share with weight loss clients
- Working in the call center inspired me to create a mobile learning strategy as a performance support as part of my graduate coursework that a company's staff could utilize for on demand learning.