

Kathleen Smith

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Education

ORGANIZATIONAL LEADERSHIP, M.A. | 2019 | SOUTHWESTERN ASSEMBLIES OF GOD UNIVERSITY

EDUCATION B.A. | 2017 | SOUTHWESTERN ASSEMBLIES OF GOD UNIVERSITY

- Major: Math Education Middle & Secondary; Minor: Biblical Preaching, Theology
- Summa Cum Laude

BIBLE A.A. | 2017 | SOUTHWESTERN ASSEMBLIES OF GOD UNIVERSITY

Skills

- Leadership Experience
- Event Planning/Coordination
- Conflict Resolution
- Communication/Public Speaking
- Written Communication/Published
- Organization/Administrative Skills

Experience

MATH TEACHER | UME PREPARATORY ACADEMY | DECEMBER 2022 – PRESENT

- Teach 7th and 8th grade mathematics courses in university method education setting
- Collaborate with teachers across grade levels to assess student needs and align curriculum
- Instruct math lab intervention courses to fill student learning gaps

MINISTRY TEAM LEADER | TRINITY CHURCH | JUNE 2019 – PRESENT

- Serve on the leadership team for Trinity Young Adults
- Recruited, built, and trained teams for the young adults prayer ministry and production and hospitality teams
- Currently strategizing and building an assimilation team focused on bringing new attendees into the culture
- Organize and lead events, conferences, and services in collaborative effort with other leadership team members
- Host and participate in leadership pour ins for serve team members

COLLEGE ALGEBRA PROFESSOR | MESSENGER COLLEGE | OCTOBER 2020 – DECEMBER 2022

- Design and instruct eight-week block semester college algebra course
- Assess and build curricula for various learning environments (i.e. in-person, virtual)
- Implement Christian college expectations/values in curriculum and classroom culture

HIGH SCHOOL TEACHER/MATH DEPARTMENT INSTRUCTIONAL CHAIR | DESOTO INDEPENDENT SCHOOL DISTRICT | AUGUST 2018 – JUNE 2022

- Lead Algebra 1 T-STEM Teacher and Instructional Coach
- Coached teacher team to reach record breaking increases by nearly 40% on Algebra I EOC (STAAR) scores
- Facilitated district wide professional learning opportunities/trainings and data/curriculum meetings for multiple stakeholders to achieve district improvement goals
- Developed department teachers in lesson planning and classroom management skills with frequent assessment and leadership check-ins
- Served on multiple committees (i.e., District Culture Planning 2.0, District Educational Improvement, Calendar Planning, Attendance, etc.)
- Created and implemented district wide curriculum, instructional planning calendars, and scopes and sequences in accordance with state standards in both in-person and online settings

- Provided student supports and tutoring to fill academic achievement gaps

SPECIAL EDUCATION TEACHER | LIFE SCHOOL OAK CLIFF | AUGUST 2020 – NOVEMBER 2020

- Taught resource Math 7, Algebra I, Algebra II, Geometry, and Financial Math
- Managed Special Education caseload

PASTOR'S OFFICE ADMINISTRATIVE ASSISTANT | VICTORY TULSA | JANUARY 2018 – MAY 2018

- Supported ministerial staff and managed various mega church office operations
- Coordinated with departmental staff members to compile attendance and church-wide statistic reports
- Communicated with and managed new volunteers and Host Team leaders
- Oversaw pastor's office interns in tasks and leadership development

LEAD MENTOR/TUTOR | TULSA DREAM CENTER | MAY 2017 – AUGUST 2017

- Led second and third grade class in classwork, various field trips, and discipleship
- Maintained attendance, disciplinary action, and academic progress records
- Assessed and created individualized student experience for each student's family history and educational need in multicultural setting

MARKETING COORDINATOR | GRANDVIEW HEIGHTS APARTMENTS | MAY 2016 – AUGUST 2016

- Designed and distributed marketing materials
- Organized and executed events for a new apartment community (including community grand opening)
- Partnered with area school staff, city officials, and other business partners for promotional purposes
- Leased and sold apartment homes

PROFESSOR WORK STUDY/ASSISTANT | SOUTHWESTERN ASSEMBLIES OF GOD UNIVERSITY | SEPTEMBER 2014 – APRIL 2016

- Maintained academic records, grades, and curriculum
- Taught course in professor's absence

Other Related Experience

- Served in various ministry leadership positions/capacities (ministered in local churches, young adult services, youth summer camp, girl's conference, and university campus chapel services; serves prayer ministry team at local church; current character coach/chaplain for local university basketball team; past missions work in Mozambique and Norway; served with various local outreaches; chaplain of residential hall in college)
- Event Planner/Coordinating (weddings, church conferences/events, school bootcamps, apartment events)
- Student Teacher (Midlothian ISD, August 2017 – December 2017)

Certifications

- Mathematics 7-12 Texas Teaching Certification
- EC-12 Special Education Texas Teaching Certification
- Assemblies of God ministry license

References Upon Request