

Amy E. Suarez

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Professional Summary

Innovative educator with seven years experience in instruction and curriculum development. Progressive responsibilities in administration and staff development. Skilled in distance learning technologies. Advanced degree in Education.

Employment

Miami-Dade County Adult Learning Centers Miami, FL
Instructional Designer 5/19XX – Present

- Complete needs assessment and analysis.
- Develop instructional designs and materials for delivery.
- Collect data on learning outcomes and evaluations.
- Make recommendations for continued learning programs.

Miami-Dade County Public Schools Miami, FL
Lead Teacher 19XX – 19XX

- Provided leadership for teaching team of eight faculty.
- Implemented professional development series for staff.
- Revised curriculum.
- Organized and conducted conferences with parents, teachers and guidance staff.

Classroom Teacher 19XX – 19XX

- Developed lesson plans.
- Implemented student learning assessments.
- Utilized effective communications to motivate individual learning with students.

Education

Florida International University Miami, FL
M.S. Adult Education & Human Resource Development May 20XX
B.S. Elementary Education December 19XX

Computer Skills

Microsoft Office, WebCT, Front Page, Dreamweaver, HTML, and Internet

Professional Affiliations

American Society for Training and Development – Miami Dade Chapter
Society for Human Resource Professionals