

Maegen Elizabeth Suess

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Education & Certifications

- Eastern Michigan University - Bachelor's Summa Cum Laude - 3.93 GPA - Dean's List
- Grand Valley State University - 91 Credits - 3.028 GPA - Dean's List
- Social Studies - Secondary MTTC Certification + *pending* Earth & Space Science Certification
- Hudsonville High School - Diploma
- CPR & First-Aid Certified
- Yearly Aquatic Observer Training - 2009-Current
- ServSafe Certified

Work Experience

- Hamilton Middle School - Teacher - 8th Grade Social Studies, Advisory, Student Council
- EDUStaff - Substitute Teacher
- Honey Creek Community School - After School Program - Teacher and Administration
- Honey Creek Community School - Summer Camp Counselor
- Achieve Tutoring Center - Tutor
- Fry Nation - Training, Hiring, & Shift Manager
- Marco's Pizza - Assistant Manager
- Signature's Coffee and Espresso Bar - Crew Member
- GVSU Campus Dining - Crew Member
- Creme Curls Bakery - Line Worker
- Babysitter & Nanny
- Lawn Mower

Unpaid Pertinent Experience

- Student Teacher at Valleywood Middle School within Kentwood Public Schools
- Middle School Ministries Coordinator at Jenison Christian Church
- Youth Coach at Jenison Christian Church
- Worship Team Leader for Jenison Christian Church

- Worship and Music Coordinator for His House Christian Fellowship at Grand Valley
- Dean at Michiana Christian Camp
- Junior Dean at Michiana Christian Camp
- Faculty at Michiana Christian Camp
- Junior Faculty at Michiana Christian Camp
- Holland Rescue Mission, Women at Risk International, and Love INC volunteer facilitator
- Student Leader for Jenison Christian Church High School Youth Group
- Sunday School and VBS Helper for Jenison Christian Church
- Volunteer at Show-Me Christian Youth Home in Show-Me, MO
- Volunteer for Hudsonville Community Games
- Volunteer for ECHO, Inc. in Ft. Myers, FL
- Volunteer for Habitat for Humanity of Lee and Hendry Counties in Ft. Myers, FL

Extracurricular Accomplishment

- Main, Frankfurt Model United Nations with Eastern Michigan University - Delegate
- American Model United Nations International with Eastern Michigan University - Delegate
- Hudsonville High School Summer Science Institute - Participant
- Hudsonville High School Student Council Executive Board - Secretary
- Hudsonville High School Student Council - Member
- Hudsonville High School Varsity Soccer - Team Member
- Hudsonville High School Junior Varsity Soccer - Team Captain
- Hudsonville High School National Honor Society - Member
- People to People Europe Student Ambassador Program - Participant

Personal & Professional Development

- Geological Society of America Conference 2017
- Community Partnership Trip with Northwest Haiti Christian Mission 2012
- Riley Street Middle School East Coast Trip 2009

Work Experience Timeline - Reverse Chronological Order

◦ **Hamilton Middle School**

8th Grade American Studies Teacher · August 2021 to Present · Hamilton, MI

7th and 8th Grade Advisory Teacher · August 2021 to Present · Hamilton, MI

- **Signature's Coffee and Espresso Bar**

Crew Member · June 2021 to October 2021 · Hudsonville, MI

- **EDUStaff**

Preferred Substitute Teacher · August 2020 to June 2021 · Kent & Ottawa County

Preferred Substitute Teacher · October 2018 to June 2020 · Washtenaw & Wayne Counties

Preferred Substitute Teacher · August 2018 to October 2018 · Ottawa County

- **Honey Creek Community School**

After School Program Teacher & Administration · August 2019 to June 2020 · Washtenaw

Summer Camp Counselor · June 2019 to August 2019 · Washtenaw County

- **Achieve Tutoring Center LLC**

Tutor · October 2017 to September 2018 · Jenison, Michigan

- **Fry Nation**

Training, Hiring, and Shift Manager · September 2015 to August 2018 · Grandville, Michigan

- **Marco's Pizza**

Assistant Manager · May 2014 to September 2015 · Hudsonville, Michigan

- **GVSU Campus Dining**

Dining Crew · September 2013 to April 2014 · Allendale, Michigan

- **Creme Curls Bakery Inc**

Line Worker · June 2013 to August 2013 · Hudsonville, Michigan

- **Babysitter & Nanny**

Babysitter & Nanny · 2006 to 2014 · Hudsonville, Michigan

- **Lawn Mower**

Lawn Mower · 2005 to 2009 · Hudsonville, Michigan

Work Experience Detailed

- **Hamilton Middle School**

· Teacher for 8th Grade Social Studies & 7th and 8th Grade Advisory - responsibilities include:

Creating and implementing a new 8th-grade American Studies curriculum. Creating and implementing a new Advisory program. Launching a new Student Leadership and Student Council program with a colleague. Coordinating student career-focused content with district administration for all middle school advisory students. Planning, preparing, and delivering lesson plans and instructional materials that facilitate active learning. Developing schemes of work, lesson plans, and tests that are in accordance with established procedures. Instructing and monitoring students in the use of learning materials and equipment. Using relevant technology to support and differentiate instruction. Managing student behavior in the classroom by establishing and enforcing rules and

procedures. Maintaining discipline in accordance with the rules and disciplinary systems of the school. Providing appropriate feedback on work. Encouraging and monitoring the progress of individual students and using the information to adjust teaching strategies. Maintaining accurate and complete records of students' progress and development. Updating all necessary records accurately and completely as required by laws, district policies, and school regulations. Preparing required reports on students and activities. Participating in department, school, district, and parent meetings. Communicating necessary information regularly to students, colleagues, and parents regarding student progress and student needs. Establishing and communicating clear objectives for all learning activities. Preparing classroom and/or learning environment for all learning opportunities. Providing a variety of learning materials and resources for use in educational activities. Observing and evaluating students' performance and development using formative and summative assessments. Assigning and grading classwork, homework, tests, and assignments. Working with a Multi-Tiered System of Support (MTSS), Positive Behavioral Intervention and Supports (PBIS), Standards-Based Grading, and Canvas LMS.

- EDUStaff

- Preferred Substitute Teacher for all grade levels. Experience with special education, general education, administrative and clerical work, and teacher assisting. Substituted for only secondary level teaching positions for the majority of the 2019-2021 school years.
- AP & ACT Test Proctor for Northville Public Schools for the 2018-2019 school year.

- Honey Creek Community School

- After School Program Administration - responsible for filing student medical and immunization records and supporting student testing procedures; for planning, coordinating, and scheduling summer camp field trips and educational experiences; for auditing summer camp registration, payment, and attendance; for managing student workers; and for clerical organization/procedures. Lunchroom supervision.
- After School Program Teacher - responsible for designing, planning, and facilitating activities for K-8 students in an outdoor and indoor environment, and checking students in and out of aftercare.
- Summer Camp Counselor for middle school-aged students - responsible for designing, planning, and facilitating games, crafts, experiments, and activities. Chaperoned off-site field trips and educational experiences for campers aged K-8. Swam daily with campers and applied first-aid when necessary.

- Achieve Tutoring Center LLC

- Tutor for History, AP US History, Geography, Political Science, Government, Economics, Earth Science, Biology, AP Biology, Pre-Algebra, Algebra, Geometry, Anatomy, & English - Grades 6-12.

- Fry Nation

- Training, Hiring, and Shift Manager - responsibilities included opening and closing the facility, customer service and cash register transactions, fielding and addressing customer reviews and complaints, dispersing tips and commission to workers, prepping produce, making and serving orders, creating and developing advertising and marketing strategies, interviewing prospective employees, creating training and work procedure standards and guidelines, training new employees, receiving and paying for shipments, placing product orders, developing social media channels, testing and developing new products and recipes.

- Signature's Coffee and Espresso Bar

- Crew Member - opened and closed the cafe, worked the cash register and handled customer transactions, worked the grill make-line and served orders, worked the espresso bar and served drinks, delivered and processed catering orders, prepped food for the shift and for the week prior to open and during shifts.

- Marco's Pizza

- Crew Member & Assistant Manager - worked the make-line, answered delivery and pick-up order calls, delivered orders, cleaned and worked the oven and cutting station, constructed pizza boxes, washed dishes, prepped all fresh ingredients, made pizza dough, counted money, collected and deposited cash from the bank and store safe, ordered and purchased product, paid product delivery drivers, distributed tips to pizza delivery drivers, trained new employees, interviewed prospective employees, designed advertisement, managed shifts and delegated responsibilities, processed payroll, scheduled shifts, and opened, balanced, and closed the cash registers. Worked as a store opener and closer.

- GVSU Campus Dining

- Dining Crew Member - worked the salad line, soup and sandwich line, fire-oven entree station, dish room, front of house custodial, overnight panini and food prep. Worked part-time in a mixture of closing, overnight, mid-day, and opening shifts.

- Creme Curls Bakery Inc

- Factory Line Worker and Assembly Line Worker - responsible for working the oven, pastry

formation, filling station, packaging line, and specialty-item-room quality check and packaging, as well as shipping box assembly and loading. Worked first shift time frame 40-60 hours a week.

- Babysitter & Nanny

- Watched and entertained children from newborn age to middle school age for families from my church during the summers, weekends and nights, and during small group and study sessions. Applied first aid when necessary.

- Lawn Mower

- Mowed lawns weekly during the spring and summer months for a family from my church.