

AMANDA J. ALLEN

2002 4th Street Unit 101 • Santa Monica, CA 90405
(310) 310-8121 • cell: (310) 828-8133 • amanda_allen_17@yahoo.com

Professional Experience

SAINT GENEVIEVE ELEMENTARY SCHOOL

Head of School

July 2013 – present

- Run the daily operations of a Preschool – Eighth grade school serving the needs of 550 students
- Lead faculty, students in staff in the direction of Common Core implementation
- Supervise the curriculum development and implementation of research proven best practices
- Create and enhance a sense of community among faculty, students and parents.

SAINT SEBASTIAN ELEMENTARY SCHOOL

Special Assistant to the Principal

January 2013 – June 2013

- Assist in the transition of leadership at a PK–8 Elementary School.
- Manage the day-to-day academic, personnel and business components of running a school.
- Implement changes in policies and procedures to maximize safety and learning.
- Develop relationships with students, teachers, staff and parents in efforts to build community.

ST. GENEVIEVE HIGH SCHOOL

Development Director at National School of Character

July 2012 – June 2013

- In charge of identifying and developing relationships with new funding sources for the school.
- Write Letters of Inquiries and prepare Grant Proposals as necessary.
- Develop and facilitate relationships with alumni to promote greater school community.
- Organize and lead annual fundraising drives including a holiday giving drive.
- Help facilitate Government funding programs such as E-rate and CA Tele-Connect fund.

MOUNT SAINT MARY'S COLLEGE (MSMC)

Adjunct Technology Professor, Education Department

September 2011 - present

- Develop new course content, blending pedagogical sound teaching techniques with technology.
- Teach and mentor current and aspiring teachers, at the graduate level, in effective technology implementation in their classrooms and at their schools.
- Lead workshops for current full time professors on iPad implementation in schools.

FREELANCE TECHNOLOGY CONSULTANT

March 2010 – present

- Presented at national conferences on best practices for technology integration in the classroom.
- Traveled to various schools (K-12) in LA to train teachers as they launch new technology initiatives.
- Hired to train professionals in teacher preparation programs about technology at the university level.

ST. GENEVIEVE ELEMENTARY SCHOOL

Classroom Teacher at Apple Distinguished School

August 2007 – June 2012

Technology Component

- Daily integration of technology: including videos, document camera, websites, computers & iPads.
- Responsible for managing a 1:1 iPad implementation program as well as a class set implementation.
- Developed and implement grade level technology curriculum according to the NET-S/NET-T

Classroom Responsibilities

- Managed daily aspects of a 36-student classroom, including instruction, lesson planning, and grading.
- Assessed student's abilities and planned/differentiated instruction according to students need.
- Facilitated strong teacher – parent relationships while maintaining a positive learning environment.

School – Wide Responsibilities

- Served on the school's Leadership team, guiding the academic and moral development of the school.
- Initiated and spearheaded school wide curriculum mapping for each subject and grade.
- Co-Coordinated the STEP inclusion program.

UNIVERSITY OF SOUTHERN CALIFORNIA (USC) Assistant Director, Undergraduate Student Services

April 2003 – August 2007

- Counseled and tracked undergraduate students regarding academic, career and personal goals.
- Facilitated small and large academic expectations workshops with students, parents and families.
- Oversaw freshman scholarship and exploratory learning community programs.
- Planned annual retreats and managed budget for scholarship students.
- Led workshops on best ways to promote diversity and cohesion among students and staff.

FREELANCE COLLEGE CONSULTANT

August 2004 – August 2007

- Private consultant/tutor to prepare and increase student's achievement on the SAT.
- Walked students and parents through all aspects of the college application process including choosing a school to mirror the student's academic, social aspirations, and financial abilities; the applications themselves, deadlines, letters of recommendation, housing concerns and school visits.

NORTHEASTERN UNIVERSITY Program Coordinator for America Reads

September 2001-December 2002

- Coordinated after school reading programs for 100+ low income, underrepresented students.
- Recruited, trained and administered weekly staff meetings for 60 students.
- Led training sessions on creating literacy rich environments for community site staff and parents.
- Acquired corporate and private donations of books and resources.

Awards and Recognition

- USC: *Staff Member of the Year* - 2004, 2005, 2006 & 2007 - awarded by USC Annenberg Student Communication Association.
- USC: *Friend of the Students* – 2005, 2006 & 2007 – awarded by Lambda Pi Eta, USC honor society.
- St. Genevieve Elementary School: - *Outstanding Contribution to the School's Development – 2009-2010* awarded by School's Principal, Sr. Teresa Lynch.

Computer Skills/ Personal Interests

- MAC/PC, iPod, iPad; Family, Reading, Hiking, Traveling, Running, History and Life Stories

Education

- **University of Southern California (USC)**
Masters of Science in Education, Emphasis in Reading and Writing Development
- **Mount Saint Mary's College**
Elementary Education Teaching Credential
Professional Clear Elementary Education Credential
- **University of California, San Diego**
Bachelor of Arts in History, Minor in Psychology