Michelle Westgate

12 Teach Avenue, London, ON Z7Z 4T9
Home: 519-111-7777 Cell: 519-555-8989 E-mail: michewest@gmail.com

EDUCATION:

Bachelor of Arts/Bachelor of Education Degree September 2007-May 2010
Brock University, St. Catharines, ON

- Concurrent Program, Major in Child and Youth Studies; Primary/Junior Division

ADDITIONAL QUALIFICATIONS:

Special Education Part I, Brock University November 2010
Health and Physical Education (Primary/Junior), Brock University November 2010
Visual Arts, Brock University May 2009

CLASSROOM EXPERIENCE:

Student Teacher, Grade 1 September 2010
West Heights Elementary School, London, ON

- Designed, planned and taught lessons in Math, Science and Language Arts, including creating and delivering a successful Science Unit on the seasons
- Provided one-on-one support to students having difficulty, and led small/large group activities to enhance quality of learning
- Evaluated students using a variety of assessment techniques and provided anecdotal observation and assessment for the Classroom Teacher
- Assisted with the coaching of the junior girls basketball team, fostering leadership, enthusiasm and a positive attitude in students

ESL Classroom Volunteer, Grade 1-4 September 2009-April 2010
Huntsview Public School, London, ON

- Worked one-on-one with students in the ESL program to increase literacy learning among students
- Observed the teacher and examined various teaching techniques tailored to ESL students with language difficulties

Volunteer in the Classroom, Grade 5 February-April 2009
Central Public School, St. Thomas, ON

- Assisted the teacher with class room set up and organizing instructional materials
- Demonstrated professionalism, dedication and a willingness to learn by assisting the teacher as needed

TEACHING RELATED EXPERIENCE:

Residence Orientation Proctor September 2008 & 2009
Department of Residences, Brock University, St. Catharines, ON

- Assisted with the organization of Orientation Week events and encouraged student participation
- Developed facilitation skills by presenting activity instructions to groups of 50 students

Children's Program Volunteer September 2008
Brock University, St. Catharines, ON

- Organized and directed various outdoor activities such as craft stations, hiking expeditions and water games, ensuring a safe and fun learning environment for children

.

OTHER WORK EXPERIENCE:

Career Assistant September 2009-Present
Career Services, Brock University, St. Catharines, ON

- Facilitated and presented various workshops for students to increase their understanding of job search skills and strategies
- Interviewed candidates and provided input and recommendations for the hiring of new student staff in the department
- Trained and mentored new and returning Career Assistants to ensure their understanding of job search resources and delivery of service
- Provided exceptional service to all customers of Career Services by listening to their needs and directing them to appropriate resources

Day-Care Supervisor/Customer Service August 2008-September 2009
Goodlife Fitness, St. Thomas, ON

- Supervised customers' children in a safe and secure playroom environment
- Assisted customers with questions about Goodlife Fitness by providing detailed information about facilities and services
- Participated in staff training to enhance team-building and create rapport among colleagues

SMART Start Assistant May-August 2008
Student Services, Brock University, St. Catharines, ON

- Developed and implemented a summer orientation program to introduce and welcome new students and their parents to the Brock community
- Assisted students with organizing their timetables and registering for their courses
- Managed time effectively in order to meet deadlines on assignments and projects
- Facilitated campus information sessions to large groups of students and their parents to inform them of Brock services and facilities

Systems Development Officer May-August 2007
Graduate Studies, Brock University, St. Catharines, ON

- Updated and maintained graduate information databases using Microsoft Excel and Word
- Created forms, archived documents and word processed a variety of materials including correspondence and student publication materials
- Utilized the internet to research information and create professional reports

PROFESSIONAL WORKSHOPS:

Assessment and Evaluation, Niagara District School Board	2009
Junior Mathematics, Niagara District School Board	2009
Communicating with Parents	2009
Using *Markbook* Software	2009
Teaching Music in the 21st Century	2009
Nutrition by Design (K-3)	2009
Youth With Mental Health Issues	2008
Youth Gambling	2008

PROFESSIONAL WORKSHOPS CONTINUED:

Aboriginal Education	2008
Positive Space Workshop	2007
Multicultural Awareness	2007
Self-Awareness: Stress Management	2007
Effective Coaching	2007

CERTIFICATES:

CHAMPS	2009-2010
Tribes	2009-2010
Non Violent Crisis Intervention	2009
Standard First Aid – CPR Level 'C'	2009
Service Excellence	2008-2009
Foundations in Leadership - Bronze Level	2008

AWARDS:

Brock University Entrance Scholarship	2007-2010
Ontario Scholar	2006
OSSTF District 20 Scholarship	2006
Canadian Family Award of Excellence	2006

REFERENCES:

Tim McGreggor
Principal
West Heights Elementary School
221 Lakeshore Rd.
London, ON K2P 4F9
(519) 555-0987
tmcg@whes.com

Sandra Riley
Resource Coordinator
Career Services, Brock University
500 Glenridge Avenue
St. Catharines, ON L2S 3A1
(905) 688-5550 ext. 1111
rileys@brocku.ca

Joanne Helmer
Faculty Advisor
Faculty of Education, Brock University
500 Glenridge Avenue
St. Catharines, ON L2S 3A1
(905) 688-5550 ext. 5555
helmerj@brocku.ca