

Sheree M. Jones

Educator | Supervisor | Researcher

CONTACT

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PROFILE

- Michigan & Georgia Teaching Certificates (K-8)
- Caring teacher with 10 years of teaching and supervising experience
- Strong background in K-12 education and post-secondary institutions
- Dedicated to creating positive learning environments
- Qualitative and quantitative researcher

EDUCATION

Postgraduate Studies (2016-current)

University of Georgia, Athens, GA

- Doctor of Philosophy: Educational Administration & Policy
- Ph.D. Candidate
- Expected Graduation: December 2022

Postgraduate Studies (2013-2015)

Michigan State University, East- Lansing, MI

- Master of Arts: K-12 Educational Administration
- Two years of postgraduate work in K-12 Educational Administration

Postgraduate Studies (2011-2012)

Michigan State University, East- Lansing, MI

- Eight months of postgraduate work in education

Undergraduate Studies (2006-2010)

Michigan State University, East- Lansing, MI

- Bachelor of Arts: Elementary Education
- Minor: Social Studies

EXPERIENCE

Teaching

C.H. Gullatt Elementary, Union City, GA September 2018 – December 2021

- 5th Grade Math Teacher: Responsible for teaching students on-level and below grade level
- Math Professional Community Leader
- 5th Grade Level Chair
- Data Analyst
- Member on the Math Recruiting Team

Cedar Shoals High School, Athens, GA September 2016 - May 2017

- Behavioral Specialist: Taught students with behavioral needs

University of Georgia, Athens, GA September 2016 - May 2017

- Taught student-athletes within a small group setting

Detroit Enterprise Academy, Detroit, MI September 2014 – May 2016

- 4th Grade Teacher: Taught students within a novice classroom

Lansing Charter Academy, Lansing, MI September 2012 - May 2014

- 3rd/4th Grade Teacher: Taught students within a novice classroom

Elliott Elementary School, Holt, MI September 2011- April 2012

- Student Teacher: Taught students within a 3rd grade classroom

Supervising Experience

Office of Survey Research, East-Lansing, MI September 2008-May 2014

- Conducted research trainings for new employees
- Greeted employees and clients
- Answered phones and scheduled appointments
- Ordered office supplies and maintained equipment
- Protected confidential files and distributed mail

Supervising Experience

Lansing Child Care, East-Lansing, MI September 2009-May 2011

- Conducted research trainings for new teachers
- Ordered office supplies and maintained equipment

SKILLS

- K-12 and post-secondary teaching
- Experience with assessment platforms
- Supervising and management skills
- Analytical skills
- Public speaking
- Mentoring and tutoring
- Researcher skills and CITI training
- In-depth knowledge of Microsoft Office
- Customer service
- Professional development
- Budgeting & program management

HONORS & ACHIEVEMENTS

- Hall, J., Fassbender, W. & Jones, S. (2021). Using reflective case narrative methodology to assess and introductory NVivo workshop. International Journal of Research & Method in Education.
 - DOI: 10.1080/1743727X.2021.1902978
- Doctor of Philosophy in Educational Leadership and Policy
- Cumulative GPA: 3.94/4.0 – Summa Cum Laude
- Master of Arts in K-12 Educational Administration
- Cumulative GPA: 3.9/4.0 - Summa Cum Laude
- Highly Effective Teacher, 2012-2021
- Member, A. Phillip Randolph Institute 2011
- Member, Radiating Excellence in All Areas of Life, 2009-2011
- Dean's List, Michigan State University, May 2007
- Supervisor and Mentor, the Advantage and Break the Cycle, 2006-2014

SUMMARY STATEMENT

It is my goal to combine my range of experience with my ability to be a compassionate, dedicated and intelligent leader who will make a positive contribution to your company. Please consider this résumé and the completed application form as an expression of my sincere interest in pursuing any vacancies that may arise within your company. I welcome the opportunity to discuss with you in person my ideas and qualifications. If you have any questions or would like to arrange an interview with me, I may be reached at (248) 905-2281 or smj28604@uga.edu. Thank you for your consideration.