

CHAPIN MEMORIAL LIBRARY BOARD3 YEAR TERM

MEMBER	ADDRESS	PHONE#	APPT DATE	EXPIRATION	TERM #
Jennifer Fickenworth <a href="mailto:jfickenworth@gmail.com">jfickenworth@gmail.com</a>	1388 Culbertson Ave Myrtle Beach, SC 29577	864-483-5474	11/12/2019	3/23/2020	1
Dr. Subhash C. Saxena <a href="mailto:scsaxen@yahoo.com">scsaxen@yahoo.com</a>	4407 Green Bay Trail, MB 29577	843-449-1656	3/11/2014	3/23/2020	2
Susan Hudgins <a href="mailto:suehudgins@hotmail.com">suehudgins@hotmail.com</a>	4700 North Ocean Blvd. Myrtle Beach, SC 29577	843-997-8063 (c) 843-467-2869 (h)	2/14/2017	2/14/2020	1
John R. Hobson <a href="mailto:johnhobson2009@gmail.com">johnhobson2009@gmail.com</a> Chairman	7545 Veneto Court Myrtle Beach, SC 29572	843-503-8920	1/12/16	1/8/2022	2
Jill Griffith <a href="mailto:j.griff@outlook.com">j.griff@outlook.com</a>	4405 North Ocean Blvd. Myrtle Beach, SC 29577	843-692-7070	9/12/17	9/12/2020	1
Dana Patrick Painter <a href="mailto:dana@carolinahomesales.net">dana@carolinahomesales.net</a>	2000 Hwy 15 MB, SC 29577	448-9919	8/23/16	8/23/22	2
Samuel Bookhart <a href="mailto:Sam2@sc.rr.com">Sam2@sc.rr.com</a>	303 Pine Needle Dr Myrtle Beach, SC 29572	843-467-2979	2/14/2017	2/14/2020	1
Alicia E. Thompson <a href="mailto:athompson@mcnair.net">athompson@mcnair.net</a>	P.O. Box 336 Myrtle Beach, SC 29579	843-444-1107 (work)	2/23/2016	2/28/2022	2
Richard L. Patelunas <a href="mailto:rickpatelunas@hotmail.com">rickpatelunas@hotmail.com</a>	1420 Thames Ct, MB 29577	839-4818	2/13/2018	3/23/2021	2

NOTE: City Residents are highlighted in blue.

The terms of Susan Hudgins and Samuel Bookhart will expire soon. They both wish for reappointment. On file are the resumes for Sherry Katzenberger (City Resident) and Tamara Rike (City Resident).

## Jennifer Stanford

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**From:** Sam Bookhart <sam2@sc.rr.com>  
**Sent:** Thursday, December 19, 2019 11:57 AM  
**To:** Jennifer Stanford  
**Cc:** Jennifer Nassar  
**Subject:** [BULK] Chapin Advisory Board

My term is completing in February. I would like to serve another term.

Sam Bookhart

## Jennifer Stanford

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**From:** Sue Hudgins <suehudgins@hotmail.com>  
**Sent:** Monday, December 9, 2019 10:14 AM  
**To:** Jennifer Stanford  
**Cc:** Sue Hudgins  
**Subject:** Term on Chapin memorial Library board

Jennifer,

My term on the library board is up in February 2020 and I have been asked to continue and would agree to another term. I was told by the chair that I need to notify you at least a month ahead of time. Is this email sufficient or would your prefer a letter.

Sue Hudgins

## Jennifer Stanford

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**From:** Katzenberger, Sherry <SKatzenberger@BBandT.com>  
**Sent:** Thursday, September 26, 2019 4:17 PM  
**To:** Jennifer Stanford  
**Subject:** Serve in the Myrtle Beach Community  
**Attachments:** Katzenberger Committee Resume 09.2019.doc

Good afternoon.

I write today as a newer resident of Myrtle Beach. I would like to find a way to serve in the community to enhance this beautiful city.

I have visited Myrtle Beach for many years as a teenage and young adult, I even met my husband here at the beach. We finally decided to move permanently after 5 years of having a secondary home here.

I have attached a resume for review and would love to see if I am able to assist with any boards or committees.

Items of interest would be in the areas of Library, Convention Center, and Recreation.

Thank you,

**Sherry Katzenberger**

BB&T | Vice President

Market Leader IV | Lending Specialist

NMLS# 1014501

505 76<sup>th</sup> Ave N.

Myrtle Beach, SC 29572

Ph. 843-692-0909

[SKatzenberger@bbandt.com](mailto:SKatzenberger@bbandt.com)

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**Sherry L.  
Katzenberger**

793 Palmer Ladd Ln  
Myrtle Beach, SC 29572  
Ph. (910) 309-6753  
Jakeandsherry143@gmail.com

**Objective**

Apply 23 years of sales, service and leadership experience in a community location that is committed to continued growth and success, provide optimum service, support and leadership, which in return, results in community growth.

**Work Experience**

**BB&T 1996 - current**

**Market Leader IV, Vice President 2012 - current**

Manage a Segmentation 5 Main Branch in Fayetteville, NC and now in Myrtle Beach, SC. Responsible for team performance, loan production, marketing within the community, and overseeing the branch's day to day activities and personnel. Goaled for bringing in new business clients, as well as building and managing relationships with current business clients. Review, assist and identify with business owners their cash flow analysis, risk management, strategic credit, employee benefits and personal financial needs, then jointly develop strategies on continued growth and success. Demonstrate leadership and implement strategies to achieve branch objectives while generating branch revenue year over year.

**Certified Business Services Assistant 2005 - 2012**

Assisted Retail City Executive in proactively contacting clients, community leaders and business owners to initiate, develop and retain long term profitable relationships. Presented BB&T benefits to businesses/employees, small business loan performance with a focus on growth, profitability and quality loans. Responsible for input of all loans, order appraisals, environmental assessments, UCC research/recording and Good Standing Searches on all loan relationships.

**Certified Relationship Banker 1998 - 2005**

Served clients while keeping a focus on the company's Mission and Values. Demonstrated the ability to lead others as well as work as a team member to create a welcoming atmosphere for clients. Developed skills, such as multitasking and teleconsulting, that allowed me to be more competent and efficient in meeting goals while making sure clients' needs were met. Learned to overcome obstacles/objections and build long lasting professional relationships with current clients.

**Teller / Office Manager 1996 - 1998**

Processed all banking transactions for clients with accuracy and efficiency. Promoted banking products and services with all clients to assist with their financial wellness. Coordinated daily operations for branch and reviewed reports for audit reviews.

## **Community Involvement**

- BB&T Lighthouse project for 10 years
- St Pauls, NC Chamber of Commerce
- Hope Mills, NC Chamber of Commerce
- ALMS House Coat Drive

## **References Available Upon Request**

## Jennifer Stanford

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**From:** Tamara DeHaven Rike <tamaradehavenrike@gmail.com>  
**Sent:** Wednesday, December 11, 2019 12:21 PM  
**To:** Jennifer Stanford  
**Subject:** Please consider for a volunteer position on one of the boards, commissions, or committees  
**Attachments:** Tamara CV 2019.pdf

I would like to serve on a volunteer board, commission or committee for the City of Myrtle Beach. I am personally interested in the following openings: library advisory board, technology advisory group, Waccamaw Board of Directors seat or planning appeals commission. Please see my attached CV.

Kind Regards,  
Tamara Rike

*Do you have a backyard bird feeder? Did you know that you can see God's beautiful handiwork reflected in His creation every day? Check out my site: [www.backyardbirdadventures.com](http://www.backyardbirdadventures.com)*



**1 Chronicles 29:11** - *Thine, O LORD, [is] the greatness, and the power, and the glory, and the victory, and the majesty: for all [that is] in the heaven and in the earth [is] thine]; thine [is] the kingdom, O LORD, and thou art exalted as head above all.*



## Lindsey Haring

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**From:** Tamara DeHaven Rike <tamaradehavenrike@gmail.com>  
**Sent:** Thursday, December 12, 2019 11:43 AM  
**To:** Lindsey Haring  
**Subject:** Re: City of Myrtle Beach Boards, Commissions and Committees

4800 Camellia Drive  
Myrtle Beach, SC 29577  
:-)

*in city limits.*

Pardon any grammatical errors. This message was sent from my Samsung phone

On Thu, Dec 12, 2019, 10:34 AM Lindsey Haring <[LHaring@cityofmyrtlebeach.com](mailto:LHaring@cityofmyrtlebeach.com)> wrote:

Good Morning Tamera,

Could you please provide your address? I did not see it on your CV.

Thank you,



The employees of the City of Myrtle Beach are a diverse group of individuals who blend their unique talents to create the most effective, elite team of public servants in South Carolina.

Lindsey Haring

Administrative Secretary

**p:** 843-918-1012  
**m:**  
**e:** [LHaring@cityofmyrtlebeach.com](mailto:LHaring@cityofmyrtlebeach.com)

PO Drawer 2468  
Myrtle Beach, SC 29578-2468

[www.cityofmyrtlebeach.com](http://www.cityofmyrtlebeach.com)



\*\*\* WARNING \*\*\* All e-mail correspondence to and from this address may be subject to public disclosure under the South Carolina Freedom of Information Act(FOIA). 2007



# Tamara Rike

## EDUCATION

Clemson University  
**PhD, ABD Educational Leadership** 2005-\*2011  
Completed all coursework and passed written and oral comprehensive exams  
\*2012-2014 was Dissertation Research directly with professor

Pensacola Christian College  
**M.S. Educational Administration** Graduated 1998

Pensacola Christian College  
**B.S. Elementary Education** Graduated 1996

## STATE CERTIFICATIONS/ENDORSEMENTS

Elementary Teacher  
Elementary Principal  
Gifted and Talented Endorsement

## AWARDS AND CERTIFICATES

National Recipient of TE@CH Award  
National Scholars Honor Society  
SCDE, Assistant Principal's Program for Leadership Excellence  
Certificate of Appreciation CCU Mentors  
Certified CPI Responder (Non-violent Crisis Intervention for Classrooms)  
CPR, AED, and First Aid

## MY PUBLISHED WORKS

"Educating the Whole Child" *The Palmetto Administrator*  
"Economic Integration in Education" *The Palmetto Administrator*  
"Economic Integration by Aptitude for Educators" *Ed-Digest*

## INVITATIONS, PRESENTATIONS, & RECOGNITIONS

Presenter at *International Conference on Education, Teaching and Learning*  
Paris, France  
Recognition for *Student Excellence in Research Performance and Exhibition*  
Conway, SC

## VOLUTEER WORK

- **Mission Trip** to Nicaragua 2019
- Current Member **Long Bay Threshold Singers** (singers bring gentle music to persons at the thresholds of living and dying, and to others in need of comfort.)
- **Mobile Meals** of the Grand Strand
- **iServe** (quarterly church work project)
- Summer volunteer at **All Nations Café** (Provides a Free Meal etc. to J-1 International Students) Workers throughout the summer
- **Previously Coached**, Girls Basketball and middle-school volleyball
- Current founder and organizer of **Backyard Birdwatchers**
- Founder and current organizer of **Myrtle Beach Birdwatchers**
- **Current Certified Nest Watcher**, for Cornell University

## SUMMARY OF SUPERVIORY EXPERIENCE

(See Work Experience for more details)

- Department Head of Elementary Language Arts Department
- Site/Supervising Teacher for College Student's Junior Teaching Practicum
- Site/Supervising Teacher for Senior College Internships (both in HCS and Private School Setting)
- Chairperson of Educational Board for Private School
- Assistant Principal Horry County Schools
- Head of School for Child Development Center
- Head of School for Private School
- Site LEA for Special Education
- CCU Mentor

## SUMMARY OF TEACHING

### Elementary:

- Fourth
- Fifth
- Second
- Kindergarten

### High School:

- Physical Science
- Biology
- Chemistry
- Physics
- Religion

# Tamara Rike

- **Current Church Choir Member**
- Previous **Vacation Bible School Director** for Elementary age children
- **Assistant Music Leader** Celebration Presbyterian Church (until 2007)
- **Church Soloist** (various Venues)
- Church Ensemble Member
- **Previous Member of Sweet Adeline** Singing Group (National Barbershop Singing/Society)
- **Travel Choir Member** (3 years)
- Inner-city Bible story teacher

## TECHNOLOGY SKILLS

- **MS Office:** Word, Excel, Outlook, Powerpoint
- **Google:** Docs, Sheets, Slides,
- **Email:** Mail Merge, Filters, Folders, Rules
- **Quicken and QuickBooks:** Accounts Payable, Invoicing, Cash Flow Management, Employee Time Tracking, Reports, and Payroll.
- **Social Media:** Marketing, Customer Interaction, Post Engagement Metrics
- **Web:** Limited Html, Content Management Systems, Basic Coding, blogging
- Photography and **Photoshop Elements**
- **Acrobat**
- **WAN/LAN**
- **Windows**

## OTHER EDUCATION, INTERESTS, TRAINING, OR SKILLS

- Origins of Christianity and **Biblical Research**
- **Ornithology** (see [www.backyardbirdadventures.com](http://www.backyardbirdadventures.com) and Myrtle Beach Birdwatchers)
- **Photography**
- **Blogging:** I write a monthly blog/inspiration piece for my bird blog.
- **Smart Devices:** Installation, Integration, Networking, and Maintenance of Smart Home Devices
- **Singing:**
  - Vocal Technique and Teaching (Trained in Classical Technique). Church choir, ensemble, and solo singing (35 years) from large churches of 5000 to small churches of 10 members.
- **Music playing, reading, and writing:**
  - Playing:
    - Violin (played five years),
    - Handbells (played three years),
    - Basic Piano (currently teaching myself)
  - Reading and Writing: Currently adapting and publishing pop and classical pieces for adult piano students
- <sup>1</sup>**Spiritual Gifts Survey** my three primary gifts are:
  - Administration/Organization
  - Mercy
  - Teaching

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<sup>1</sup> <https://gifts.churchgrowth.org/>



# Tamara Rike

## WORK EXPERIENCE

### **Homeschooling Mom, Part-time Real Estate/Property Manager**

June 2009-Present

### **Assistant Principal**

#### **Designated Site LEA for Special Education Classes and IEP Meetings**

December 2005-June 2009

Horry County Schools

#### Job Summary:

Supported the principal by exercising leadership, supervisory, and administrative skills that promoted the educational development of each student, the professional development of each staff member, and the overall performance of the school. As site designated LEA for Special Education Classes and IEP Meetings ie attended all IEP meetings in the building and worked with team to ensure the students' needs were being met by the LEA.

#### Duties. Assisted the principal with the following:

- Implementing procedures and practices that ensure that the district's vision, mission, shared beliefs, and goals are conceptualized and aligned at the school level.
- Ensuring that the school and staff gave high priority service to students, including taking responsibility for students' academic learning.
- Monitoring, analyzing, and evaluating the school's student achievement results.
- **Evaluating and appraising the effectiveness of academic programs and the performance of the school staff as related to student achievement results.**
- Coordinating the resources of the school, in supervising all school activities, and in maintaining the safety and welfare of students and employees.
- Developing an effective communication plan to keep staff members involved and informed about the school and related issues that affect them.
- Establishing, implementing, and evaluating procedures used to carry out the daily operation of the school.
- Modeling professionalism, civility and integrity in all dealings with colleagues, students, staff, parents, and the community.
- Following district policies and administrative rules and regulations, as well as state and federal laws/regulations
- Commitment to continuous professional growth as an individual educator and providing activities that facilitated the professional growth of all school staff members.
- Maintaining discipline and dealing with special cases as necessary.
- Coordinating support services and co-extra curricular services as directed.
- Scheduling of classes within established guidelines to meet student needs.
- Ensuring that accurate school records are kept and safeguarded.

### **Classroom Teacher**

Horry County Schools

August 2004-December 2005

Conway, SC

#### **Site Based Supervising Teacher for Senior Education Internship**

#### **Site Based Supervising Teacher for Junior Education Practicum**

#### Job Summary:

Planned, organized, and implemented the appropriate instructional program to address the learning needs of the students; guided and encouraged students to develop and fulfill their potential in both curricular and extracurricular activities. As supervising teacher for junior education and senior education practicum internships in my classroom, I modeled, instructed, assisted, and critiqued my student teachers'

# Tamara Rike

fulfillment of the SCOE objectives under the responsibilities, duties, and requirements of a typical classroom teacher.

## Duties:

- Planned, prepared and delivered instructional activities that facilitate active learning experiences.
- Developed lesson plans.
- Established and communicated clear objectives for all learning activities.
- Prepared classroom for class activities.
- Provided a variety of learning materials and resources for use in educational activities.
- **Identified and utilized different instructional resources and methods to support the learning needs of students at varying levels of progress.**
- Instructed and monitored students in the use of learning materials and equipment.
- Provided for the care and protection of school property.
- Used relevant technology to support instruction.
- Observed and evaluated student performance and development.
- Assigned and graded class work, homework, tests, and assignments as appropriate.
- Provided appropriate feedback on student work.
- Monitored and encourage individual student progress.
- Provided guidance to students which will promote educational development.
- Maintained accurate and complete records of student progress and development.
- Updated records accurately and completely as required by laws and district policies.
- Prepared required reports on students and activities.
- Managed student behavior and maintain discipline by establishing classroom rules and procedures and enforcing classroom, school, and district rules and procedures.
- Participated in department, school, and district meetings and professional development activities as appropriate.
- Stayed current with most recent developments in appropriate subject area as initiated by the school or district.
- Cooperated with and participate in the planning, implementation, and evaluation of the total school program.
- Fostered and maintained effective communication with parents and/or guardians.

## **High School Classroom Teacher**

Varsity Cheerleading Coach  
Conway Christian School

August 2003-May 2004  
Conway, SC

## Job Summary:

Planned, organized, and implemented the appropriate instructional program to address the learning needs of the students in relation to Physical Science, Biology, Chemistry, Physics and Religious Instruction and under the criteria set by the Christian School Board.

## Duties:

- Created daily lesson plans and learning activities for students based on national, local and school standards in science education and research, along with tailoring lessons within my knowledge of developmental behaviors.
- Delivered high-quality, engaging instruction in the form of discussion, direct teaching, demonstrations and independent practice using a variety of proven methods.
- Differentiated lessons when needed to give all students access to the curriculum regardless of disability, instructional level, English proficiency or level of interest in the subject.
- Evaluated student performance on tasks established by the standards using different methods such as observation, performance-based tasks or other standard test practices.



# Tamara Rike

- Maintained a safe, orderly and supportive classroom by modeling expected behavior and standards, promoting positive interactions and quickly addressing behaviors that are not in line with the school discipline plan.
- Communicated with parents regarding student progress, potential and behavior periodically through phone or electronic means and at parent and teacher conferences.
- Improved skills and knowledge in teaching by regularly taking classes, attending workshops and discovering new methods of delivering exciting content to students.

Moved from North Carolina to South Carolina

## Head of School (K3-12<sup>th</sup> Grade)

Early Learning Center and School

June 2001- June 2003

Ahoskie, NC

### Job Summary:

Responsible for all aspects of school administration, including regulatory compliance, academic programming, personnel management, educational operations and organizational development. Reported directly to the School Board.

### Duties:

- **Directed all academic program planning, development and operations of school, including development and selection of curriculum.**
- Directed recruitment, hiring and management of all staff, both academic and support staff. Ensured adequate staffing and supervision of all personnel, including proper assignment of duties and staff development to accomplish school objectives.
- Encouraged all employees as they pursue growth in their Christian faith.
- Conducted regular staff evaluations.
- Actively directed and participated in the recruitment and enrollment of students.
- Ensured proper school accreditation.
- Ensured compliance with federal, state and local statutes and regulations, including teacher certification, student graduation requirements and program requirements in the daycare, preschool and day school.
- Directed school operations. Ensured student and faculty activities are consistent with the school's mission, values and objectives. Ensured that communication with all school constituencies is adequate. Oversaw student development and discipline. Coordinated development of the annual school calendar in addition to all annual publications (e.g., school handbook and report).
- Assisted in drafting school board policy and ensures its implementation.
- Participated in long range planning and school development activities. Recommended priorities, developed annual work plans, executed assignments, recommended appropriate techniques and methodology and suggested operational approaches to the board and staff.
- Worked with Board to ensure that school facilities, services and resources are adequate.
- Supervised the Business Administrator. Ensured proper execution of the budget as directed by the Board.
- Directed the Before and After Care programs.
- Maintained alumni relations through regular contacts.
- Fulfilled other duties as assigned by the Board.
- Supported school-wide culture to model the mission, vision, and core values of the school.
- Advocated for the school within the community
- Provided leadership for all areas of the school including spiritual, academic, relational, programs, effective resource development, etc.
- Responded to school challenges and adversity with faith.
- Encouraged and counseled employees and families to help them make decisions consistent with Scripture.

# Tamara Rike

## **Classroom Teacher**

Cape Fear Academy

September 2000-May 2001

Angier, NC

### Job Summary:

Responsible for fostering the intellectual and social development of children in the first phase of their elementary school experience/kindergarten. Provided the tools and the groundwork for students to develop into responsible adults.

### Duties:

- Planned, evaluated, and assigned lessons.
- Prepared, administered, and graded tests and oral presentations while maintaining classroom discipline.
- Introduced children to mathematics, language, science, and social studies.
- Used games, music, artwork, films, books, computers, and other tools to teach basic skills.
- Used play and hands-on teaching.
- Taught letter recognition, phonics, numbers, and awareness of nature and science.
- Maintained grade books.
- Graded papers and performed other administrative duties as needed.
- Created projects designed to enhance lectures.
- Created lesson plans.
- Utilized various curriculum resources.
- Integrated competencies, goals, and objectives into lesson plans.
- Utilized curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Developed incentives to keep participants in class.
- Developed professional relationships with other agencies and programs.
- Utilized public library resources.
- Worked with principal to ensure initiatives are being met.
- **Tutored students on an individual basis.**
- Established and communicated clear objectives for all learning activities.
- Prepared and distributed required reports.
- Observed and evaluated student's performance.
- Managed student behavior in the classroom by invoking approved disciplinary procedures.
- Organized and executed graduation with the other kindergarten teachers.

## **Committee Chair and Co-Chair**

University Presbyterian Preschool

1999-2001

Chapel Hill, NC

### Duties:

(Co-chair is a support position who moves into chair position the following year)

- Formulated policy and participate in discussions and decisions that affect the entire organization.
- Worked in conjunction with Director to plan the programs for the year.
- Developed future programs, evaluated past programs, brainstormed new ideas
- (The committee chair serves as chair of the meetings), Facilitated discussion and encouraged members to participate in discussions. Recapped decisions and responsibilities for same.
- Encouraged new members to take an assignment with guidance from a more experienced committee member.
- Combined business and informal socializing at each committee meeting.
- Involved each volunteer in the activities of the committee:
- Encouraged those who contribute an idea to carry through with it.
- Divided tasks so that no one person must spend too much time on anything.
- Reviewed basic procedures in setting up a program, including how to work with the office.
- Ensured that each program has a program chair and assistants.
- Contacted the office to ensure that the intended program date is available
- Submitted a full program announcement for the calendar



# Tamara Rike

- Developed the program budget
- Secured speakers, if appropriate
- Arranged the place for the program
- Obtained the numbers and names of participants from the office
- Ensured that thank you letters to speakers or others for mailed timely.
- Submitted all necessary paperwork to the office, including a final report
- Assigned volunteers to specific jobs

## **Vice President of Operations**

Abruzzi LLC

May 1998-September 2000

Chapel Hill, NC

### Job Summary:

Responsible for operations leadership included selecting talent, developing leaders, guest experience, creating long term growth, marketing, and building a strong culture. Oversaw the distribution, developed accountable standards that contribute to company growth, and participated in strategic planning and development process. Led and inspired the team to deliver consistent execution, experience, and sales growth.

### Duties:

- Contributed to the evaluation and development of operational strategy and performance for the distributors.
- Used analytical insights from both internal and external sources to provide strategic leadership and vision to ensure execution of operations and training for the company
- Directed and coordinated financial and budget process and collaborated on the annual business plan for the company.
- Built high performing teams by giving direction in the areas of people selection and development
- Accountable for sales growth and profitability of company-owned restaurants
- Valued the input of team members at every level to institute and execute best operational practices
- Built a culture that drives retention of wholesale clients and retail sales.
- Provided leadership for the field support teams to achieve company goals
- Supported the team in executing the company's strategic direction
- Maintained continual awareness of industry trends and brand goals on competitive practices and changes
- Oversaw: Marketing, Real Estate Acquisition, Training, Finance, Computer Networking, and HR departments
- Strategized and clearly articulated a vision
- Interacted with all levels of the company
- Demonstrated experience in developing and administering complex strategies and philosophies, as well as the ability to balance strategic thinking with detailed focus on execution

My father passed away my senior year of college. I honored my teaching contract which had been signed before his death and cogently obtained my M.S. degree. Upon completion of both, I moved close to the business to help my mother expand, market, and advertise the business in order to better position it for sale.

## **Classroom Teacher**

Pensacola Academy

August 1996-May 1998

Pensacola, Florida

### **Language Arts Department Head**

### **Site Based Supervising Teacher for Senior Education Internships**

### **Site Based Supervising Teacher for Junior Education Practicums**

### Job Summary:

Planned, organized and implemented appropriate instructional program in the elementary learning environment that guided and encouraged students to develop and fulfill their academic potential. Worked under the supervision of the principal. Developed, planned and oversaw the implementation of instruction in my classroom and implementation of Language Arts lessons in multiple classrooms.

### Duties:



# Tamara Rike

- Planned, prepared and delivered lesson plans/instructional materials that facilitated active learning.
- Developed schemes of work, lesson plans and tests that are in accordance with learning goals.
- Instructed and monitored students in the use of learning materials and equipment.
- Used relevant technology to support and differentiate instruction.
- Managed student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintained discipline in accordance with the rules and disciplinary systems of the school.
- Provided appropriate feedback on work.
- **Encouraged and monitored the progress of individual students and used that information to adjust teaching strategies.**
- Maintained accurate and complete records of students' progress and development.
- Updated all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepared required reports on students, student teachers, practicum (bit teachers), and activities.
- Participated in department, school, district and parent meetings.
- Communicated necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Established and communicated clear objectives for all learning activities.
- Prepared classroom for class activities.
- Provided a variety of learning materials and resources for use in educational activities.
- Observed and evaluate student's performance and development.
- Assigned and graded class work, homework, tests and assignments.
- Demonstrated preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encouraged parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participated in appropriate professional activities.
- Participated in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.

# Tamara Rike

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<sup>i</sup> When possible the job summary and duties are taken directly or adapted from the exact posting for the previously advertised job.