**Meghan Cook**

•  Clinton Township, MI 48038 • 5869073599 • mcook@cvs.k12.mi.us

**Personal Statement**

Motivational educational leader that excels in team building, culture-improving, and performance-increasing initiatives. Demonstrating versatility in leadership approaches to acquire active participation in collaborative activities.

**Education**

Master of Education: Educational Leadership, Expected in 06/2023

Oakland University - Rochester, MI

* 4.0 GPA

Bachelor of Science: Elementary Education, 04/2019

Oakland University - Rochester, MI

* Dean's List 2015-2019
* OU Academic Achievement Scholarship Recipient

**Work History**

3rd Grade Teacher - Clinton Valley Elementary, 08/2021 to Current

Chippewa Valley Schools – Mount Clemens, MI

* Planned lessons according to district standards to cover requirements and prepare for standardized tests.
* Implemented classroom management improvements to enhance class morale and engagement.
* Assessed student progress by administering tests and evaluating results.
* Collaborated with administrators on classroom policies, management strategies and discipline.

3rd Grade Teacher - Will L. Lee Elementary, 09/2019 to 08/2021

Richmond Community Schools – Richmond, MI

* Built positive relationships with parents to involve families in educational process.
* Drove student learning by establishing clear classroom plans and group objectives, as well as actionable strategies to achieve each goal.

**Skills**

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| * Multitasking Abilities * Standards Compliance * Problem-Solving Skills * Curriculum Development * Time Management | * Team Collaboration * Professional Development * Collaborative Environments * Organizational Skills * Positive Reinforcement |

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**Educational Leadership Internship**

Clinton Valley Elementary, 08/2021 to Current

Chippewa Valley Schools – Mount Clemens, MI

* Student Council Leader
* Special Education Student Study Team
* Curriculum Council – Math (District Wide)
* NGSX Science Training - Building Leader
* Presented Curriculum Nights for parents
* Lead and participated in data review meetings
* Directed third grade team meetings
* Lead Parent Education Nigh for third grade
* Participated in various professional developments district wide
* Observed Clinton Valley Elementary Principal for several hours throughout the last two years

**Certifications**

• State of Michigan Administrative K-12 Certificate

• Updated CPR and First Aid Certification

• Member of the Michigan Education Association

• Stop the Bleed – Bleeding Control Basic v. 1.0 Course

• Attended the following seminars: Special Education, Teacher Evaluation, Substituting,

Interviewing, Management, and Designing your Resume

**References**

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| --- | --- |
| **Cheryl Kowalski**  **Teacher** – Clinton Valley Elementary  1260 Mulberry, Mount Clemens, MI 48043  [ckowalski@cvs.k12.mi.us](mailto:ckowalski@cvs.k12.mi.us)  (586) 383-1281 | **Ashley Czechowski**  **Teacher** - Huron Elementary  15800 Terra Bella St, Clinton Twp., MI 48038 [aczechowski@cvs.k12.mi.us](mailto:aczechowski@cvs.k12.mi.us)  (586) 292-0918 |
| **Kristen Doyle**  **Principal** – Clinton Valley Elementary  1260 Mulberry, Mount Clemens, MI 48043  [kdoyle@cvs.k12.mi.us](mailto:kdoyle@cvs.k12.mi.us)  (586) 219-2671 | **Ryan Melrose**  **Principal** - Algonac High School  5200 Taft Rd, Algonac, MI 48001 [ryan.melrose@acsk12.us](mailto:ryan.melrose@acsk12.us)  (586) 907-1423 |

* Multitasking Abilities
* Standards Compliance
* Problem-Solving Skills
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* Time Management
* Team Collaboration
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* Collaborative Environments
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