



Melissa Cheek

EXPERIENCE

August 2018 - Current

Certified Teacher Ardmore City Schools | Ardmore, OK

- Participated in school events such as open houses or career days.
- Performed student background reviews to ascertain learning deficiencies and strengths to develop tailored lessons based on student needs.
- Graded student papers and assignments to track student progression.
- Remained calm and patient in student interactions to support individual growth and development.
- Participated in workshops, trainings and conferences to improve educational skills.
- Assisted fellow teachers with assignment development, special projects, tests, administrative updates, and grading.
- Prepared and maintained classroom environments appropriate for student learning and physical, social and emotional development.
- Implemented effective classroom management strategies to ensure a safe learning environment.
- Conquered challenges of working with highly diverse student population to attain exceptional student achievement.
- Established and enforced rules for behavior and procedures to maintain order among students.
- Met with parents to discuss students' progress and review areas requiring improvement.

August 2015 - December 2017

Substitute Teacher Plainview Public Schools | Ardmore, OK

- Left notes for head teacher about notable students, events and problems.
- Created classroom environment conducive to learning and appropriate to student maturity and interests.
- Enforced classroom routines to keep students on schedule and operating at consistent level.
- Communicated with head teacher to execute priorities for school day and ongoing lesson plans.
- Maintained accurate records of student performance, attendance, and behavior.

EDUCATION AND TRAINING

Expected in July 2024

Master of Science | Curriculum And Instruction of Mathematics
Southeastern Oklahoma State University, Durant, OK

May 2018

Bachelor of Science | Elementary Education
Southeastern Oklahoma State University, Durant, OK

- 📍 Ardmore, OK 73401
- 📞 555-555-5555
- ✉️ mcheek2011@hotmail.com
- 🔗 [Bold Profile](#)

SUMMARY

I am a dedicated Educator with extensive experience partnering with parents and ensuring success of students. Skilled at providing feedback on individual progress of students and discussing specific needs. Most importantly, I am a caring teacher with strong communication skills and drive to excite students about learning. Specializing in creating stimulating environments that help students achieve full potential and enjoy learning, and communicates effectively while maintaining a strong relationships with scholars, families, and colleagues.

SKILLS

- Student Engagement
- Group Instruction
- Curriculum Implementation
- Classroom Instruction
- Small Group Instruction
- Innovative Lesson Planning
- Classroom Management
- Student-Centered Learning
- Flexible and Adaptive
- Motivating Students
- Differentiated Instruction