

KARI MULLEN

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OBJECTIVE

My objective is to be a mentor and educator bringing enthusiasm, professionalism, and creativity to an elementary or middle school classroom, giving my students every opportunity to learn and be successful in a positive and dynamic academic environment.

EDUCATION

Bachelor of Arts

Trinity Western University

Langley, BC Canada

April 2003

- Bachelor of Arts in Biblical Studies, Minor in Psychology

- Graduated with Great Honors

EC-4 Generalist Certification

Houston, TX

4-8 Generalist Certification

July 2008

ACT Houston Alternative Certification, Summer 2008 Institute

- Passed TExES Content Exam #101 June 25, 2008 (score: 290) meeting the "Highly qualified" requirement of No Child Left Behind

- Registered to take TExES Content Exam #111, August 9, 2008

EDUCATION RELATED EXPERIENCE

Private Households

Nanny and Household Assistant

Seattle, WA

May 2005 – May 2007

- Provided childcare and adolescent supervision for kids ages 1-14

- Planned and implemented age appropriate activities

- Engaged children in learning activities, homework assignments, art projects, science experiments, music, dance, games, sports, cooking and creative play

- Assisted families in maintaining an orderly and tidy home environment

- Inventoried and restocked household groceries and supplies

- Assisted with household projects, daily errands, and meal preparation

- Helped coordinate busy household schedule

American Red Cross

Per Diem Health and Safety Instructor

Seattle, WA

June 2005 – Feb 2006

- Taught Health & Safety courses including CPR, First Aid, AED, and Babysitters Training

- Administered and graded testing for certification

- Facilitated group discussions and activities

- Organized classroom material and lessons plans

American Red Cross
AmeriCorps Volunteer

Seattle, WA
Aug 2004 – June 2005

- Planned lessons for and taught health & safety classes and disaster preparedness education for children ages 4-18, and adults
- Researched curriculum and learning activities and developed new material for health & safety and disaster preparedness classes
- Taught CPR, First Aid, and AED Certification courses
- Coordinated Red Cross Clubs in local schools and community groups
- Maintained and revised the King & Kitsap counties Red Cross youth web pages
- Volunteer Coordinator for Heroes Breakfast, Seattle Red Cross' largest annual fundraiser
- Researched, collected, and entered data for emergency shelter site database
- Needs assessment and client case work for local disaster victims

The Firs Summer Youth Programs
Summer Camp Staff

Bellingham, WA
1997 – 2004

- Six summers working directly with youth ages 5-18
- Taught activity classes and book studies, creating lesson plans, activities, and supplemental materials, and mentoring staff regarding teaching strategies and practices
- Communicated with campers and parents regarding homesickness, behavioral issues, medical conditions, and conflict resolution
- Coached and assisted counselors when handling behavioral issues in their cabin groups
- Counseled and mentored staff and campers
- Planned and facilitated large and small group events
- Trained, taught, and supervised counseling staff
- Performed administrative tasks related to event planning and cabin group organization
- Keynote speaker for camp gatherings on occasion

EXPERIENCE

Express Employment Professionals
Staffing Consultant

Houston, TX
Feb 2008 – Present

- Recruited and posted advertisements for open employment opportunities
- Evaluated applications and resumes
- Interviewed and placed candidates in employment opportunities
- Provided coaching for job placement
- Tracked success of placed candidates with client companies
- Helped develop new strategies for efficient applicant flow and associate retention

Front Office Coordinator

Bellingham, WA
June 2007 – Feb 2008

- Coordinated application process for busy, professional staffing service
- Provided clerical and administrative support, checked references, and scheduled appointments
- Administered training and testing for Express Associates
- Handled multi-line phone system, directing incoming calls and answering inquiries
- Coordinated monthly mailings and weekly payroll functions