

# KALEENA ALLYN CARTER

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## EDUCATION

**Michigan State University**  
M.A. – Educational Technology

Aug 2017 - Aug 2019

**Academy of Art University**  
M.A – Fine Art: Painting

Jan 2011 - Jan 2017

**Eastern Michigan University**  
B.A – Major: Mathematics Secondary Education /Minor: French Language For Teaching

Aug 2002 April 2007

## CREDENTIALS/ QUALIFICATIONS

- Clear Single Subject Teaching Credential (CA- USA)
- Cross-Cultural Language and Academic Development Certificate (CLAD)
- CPR Course for Adult/Child/Infant/AED (4hrs)
- Google Educator Level 1
- AACCA Spirit Safety Certification

## SKILLS

Curriculum Design & Development, Microsoft Suite, Adobe Suite, Website design/development, Social media, Google For Educators Suite, Maia Learning Platform, Recommendation Writing, The Common Application

## EXPERIENCE

**College Counselor | Korea Kent Foreign School, Seoul, S. Korea**

Aug 2015 – Present

- ▾ Support, manage and oversee the senior college application process
- ▾ Schedule and oversee on-campus University visits
- ▾ Facilitate one to one counseling sessions & group seminars for upperclassmen
- ▾ Counsel and support secondary students in course selection & graduation requirements
- ▾ Plan & host information sessions for parents & students on funding & the general application process
- ▾ Maintain direct communication with university officials and EducationUSA representatives
- ▾ Provide yearly statistical reporting of the graduating class college outcomes
- ▾ Maintain membership and good standing within the IACAC & EARCOS community
- ▾ Manage and support teacher letter of recommendations
- ▾ Write counselor evaluation letters for required applicants

**Secondary Math Teacher | Korea Kent Foreign School, S. Korea**

Aug 2013 – Present

**Courses:** *Pre-Algebra, Algebra I, Algebra II Trigonometry, AP® Statistics, AP® Calculus AB*

- ▾ Implementing a rigorous curriculum in compliance with the United States common core mathematics standards
- ▾ Differentiating instruction to students with various educational and cultural backgrounds
- ▾ Collaborating with the ELL department to ensure the successful transition and learning of ELL students.
- ▾ Measuring student achievement by formative and informative assessments
- ▾ Practicing "Kagan" cooperative learning strategies to ensure student-driven learning
- ▾ Developing math placement tests to ensure matriculation into the proper math level upon enrollment.
- ▾ Preparing Student-driven & inquiry-based Ubd lesson plans that employ technology and hands-on Project Based Learning strategies

**Secondary Math Teacher | Galileo Academy of Science & Technology, CA Courses:** Jan 2011 - Aug 2013

Algebra, Advanced Algebra, Geometry

- ▾ Aligned classroom curriculum in Algebra, Advanced Algebra, and Geometry to be in compliance with the California High School Mathematics Common Core standards
- ▾ Applied the English Language Development Standards to classes containing multiple English Language Learners
- ▾ Measured student achievement by formative and informative assessments
- ▾ Communicated effectively with the department head and teachers for mentoring, common assessment practices, and collaborative teaching methods
- ▾ Constantly used technology and hands-on manipulatives in day to day lessons to increase comprehension of abstract ideas
- ▾ Differentiated instruction to a wide range of learning styles
- ▾ Maintained strong rapport with parents, counselors and resource specialists to ensure student academic support and success

**English Instructor | OHA Junior English Academy, S. Korea**

Sept 2008 -Sept 2010

- ▾ Taught conversational English and listening/reading comprehension to a variety of elementary and middle school students
- ▾ Applied various methods of ESL instruction, including hand gestures and sign language
- ▾ Measured student achievement by formative and informative assessments
- ▾ Communicated with co-Korean grammar teacher about students' learning processes.
- ▾ Prepared end of the semester reports for each student
- ▾ Created and implemented a new curriculum for classes with special needs

**Cope, Intensive Math Teacher | C.O.P.E Alternative Non-Profit, Ypsilanti, MI**

Aug 2007 - Aug 2008

**Courses:** Mathematics, C.O.P.E Intensive

- ▾ Taught a range of high school mathematics courses to 'at-risk' students who could not function in the traditional school setting
- ▾ Differentiated instruction to students at various academic and achievement levels
- ▾ Promoted a positive atmosphere of success in academic achievement and conflict resolution
- ▾ Applied various methods of classroom management and innovative instruction to motivate hard to reach students

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**HONORS/  
AWARDS**

**Eastern Michigan University**

- ▾ Institutional honors: Cum Laude
- ▾ Dean's List 2002-2007
- ▾ Certificate for Recognition for Academic Excellence 2004-2005

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**INVOLVEMENT**

- ▾ **Girls Up Club** | *Sponsor* | Korea Kent Foreign School Aug 2018 - Present
- ▾ **Educational Technology Team** | *Member* | Korea Kent Foreign School Aug 2016 - Present
- ▾ **Varsity Competitive Cheer** | *Head Coach* | Korea Kent Foreign School Aug 2013 - Present
- ▾ **Mu Alpha Theta Honor Society** | *Co-Sponsor* | Korea Kent Foreign School Aug 2014 - Present
- ▾ **Pee Wee Cheer** | *Head Coach* | Korea Kent Foreign School Aug 2013 - Present
- ▾ **Math Subject Committee** | *Lead* | Korea Kent Foreign School Aug 2014 - Present
- ▾ **Black Student Union** | *Sponsor* | Galileo Academy of Science & Technology Aug 2011- Aug 2013

<b>PROFESSIONAL DEVELOPMENT</b>	CIS/EARCOS - Institute on International Admission and Guidance   Bangkok, TH	Annually
	KORCOS conference for International teachers   SK	Annually
	<ul style="list-style-type: none"> <li>■ Presentation Speaker "<i>Blow of Steam in the Math Classroom</i>"</li> </ul>	Nov. 2018
	Google Applications Teachers & Education	
	<ul style="list-style-type: none"> <li>■ Presentation Speaker "<i>Blow of Steam in the Math Classroom</i>"</li> </ul>	Dec. 2018
	AP® Calculus AB/BC Workshop   Seoul, SK	Jan. 2017
	KISCA Conference for International Counselors   Seoul, SK	Mar 2016
	UCLA- Extension Teaching AP® Statistics   Online	June, 2014
Beginning Teacher Support & Assessment  CA, US	Aug 2012- Aug 2013	
Common Core State Standards in Mathematics   CA, US ( <i>Leadership Team member-Galileo High</i> )	Aug 2012	

<b>VOLUNTEER</b>	Crazy Multiply Curatorial Collective, Seoul  Curator	Aug 2015- Nov 2019
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<b>LANGUAGES</b>	<ul style="list-style-type: none"> <li>▼ <b>English:</b> Native proficiency</li> <li>▼ <b>French:</b> Limited Working Proficiency</li> <li>▼ <b>Korean:</b> Elementary Working Proficiency</li> <li>▼ <b>American Sign Language:</b> Limited Working Proficiency</li> </ul>
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<b>REFERENCES</b>	Available Upon Request
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