

William Havill

PO Box 4353 Traverse City, MI 49685 – 231-590-6909 – willhavill@gmail.com - <http://willhavill.com/>

SUMMARY AND CAREER OBJECTIVES

Highly **enthusiastic** and **passionate** educator seeking placement in a position at a school that can benefit from my **interpersonal** and **active listening skills** as well as my **caring spirit**.

EDUCATION

Bachelor of Science: Elementary Education Summa Cum Laude	Dec.2009
<i>Major: Integrated Science and Elementary Education (ZG and DI endorsements)</i>	
<i>Minor: Planned Program</i>	
Central Michigan University -Traverse City, MI	
Bachelor of Arts: Broadcast and Cable Productions	April 2004
<i>Major: Broadcast Cable Productions</i>	
<i>Minor: Psychology</i>	
Western Michigan University -Kalamazoo, MI	
Associate in Arts, Liberal Arts	May 2002
<i>Major: Liberal Arts</i>	
Northwestern Michigan College -Traverse City, Mi	

TEACHING AND CLASSROOM EXPERIENCE

Substitute Teacher, Traverse City Area Public Schools, Traverse City, MI

- **Prepare** materials and classrooms for class activities..

Seventh Grade Science Student Teacher, East Middle School, Traverse City, MI

- **Plan and conduct activities** for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- **Prepare, administer, and grade** tests and assignments to **evaluate** students' progress.

Fifth Grade Student Teacher, Long Lake Elementary School, Traverse City, MI

- **Establish** and enforce rules for behaviors and procedures for maintaining order among the students for whom they are responsible.
- **Adapt** teaching methods and instructional materials to meet students' varying needs and interests.

3rd/4th Grade Classroom Mid-tier Placement, Suttons Bay, MI

- **Prepared lessons**, activities and instruction for over 30 students in an extremely diverse classroom. **Established clear objectives** through clear **communication** and appropriate usage of various teaching strategies to convey information effectively to all students. **Adapted teaching methods** and style to meet students' varying needs and interests.

EMPLOYMENT

Traverse City Area Public Schools- Substitute Teacher, Traverse City, MI

2009-2010

- Establish clear objectives for all lessons, units and projects and communicate those objectives to students.

Backcountry Outfitters- Sales Associate, Traverse City, MI

2007-2010

- Recommend and locate product for client depending on customer needs and desires. Describe merchandise and explain appropriate use and operation to customers making sure to use appropriate language depending on client expertise.

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The North Face-Selling Manager, Seattle, WA

2005-2007

- Responsible for product training, clientele development, and customer sales and service. Actively listened to clientele to ensure appropriate outfitting. While in management position, store had overall growth in sales of 21%. Trained and taught others to adopt various selling strategies based off of client profile.

The North Face-Sales Associate, Chicago, IL

2004-2005

- Responsible for product training, clientele development, and customer sales and service. Actively listened to clientele to ensure appropriate outfitting.

Camp Traverse- Camp Counselor, Acme, MI

2003

- Coordinated safety and camp activities for large groups of young children. counseled and mentored kids on a daily basis encouraging both creativity and safety. Monitored behavior and used appropriate discipline techniques.

VOLUNTEER EXPERIENCE

Porterhouse Productions, Traverse City, Michigan

Production Assistant, David Wagner and Associates and Beach Productions: Documentary of Chicago to Mackinac Sail Boat Race

Lighting and Backstage Assistant, Western Michigan University Theater Department

INFLUENTIAL READINGS

Mastery Teaching, Madeline Hunter
Three Cups of Tea, Greg Mortenson
Last Child in the Wood, Richard Louv

The First Days of School, Harry and Rosemary Wong
Classroom Instruction That Works, Robert Marzano

SKILLS AND TRAINING

Computer Skills Proficient in Microsoft Office for Mac and Windows, Final Cut Pro Non-Linear Editing Software, Strong proficiency in various classroom technologies (e.g., creating websites, overhead projectors, etc.)

Language Fluent in American Sign Language

Second City Participated in a number of improvisational workshops

National Honor Societies Phi Sigma Theta (excellence in academics), Lambda Pi Eta (National Communications Association)

Administered and Scored Qualitative Reading Inventory

REFERENCES

Jon Moore
7th Grade Science Teacher
1776 N. Three Mile Road
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49686
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Patty Olson
Principal Old Mission Elementary
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Glenn Solowiej
Principal East Middle School
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