



Barbara Cass-Solomon

Areas of Expertise

- Thematic development
- Research
- Content management
- Worksheet, website, brochure, yearbook publication
- MS Office products
- Proofreading and editing

Skills

- Time management and organization
- Applying consistent tone of voice through writing
- Conveying complex content simply
- Establishing yearlong project deadlines

Technical Skills

- Microsoft Windows XP, Vista
- Mac OSX
- Basic Adobe Photoshop Elements
- Adobe Premiere Elements
- Jostens & Walsworth Publishing brand online design software
- iMovie
- Movie Maker
- Smartboard technologies
- DSLR Photography

Contact

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Personal Summary

A highly adaptive, independently motivated self-starter and professional educator with strong attention to detail and ability to research solutions. Versatile interests and a talent for creating compelling ways to present information clearly. Passionate about effective communication and wordplay as a means to convey complex ideas for a variety of content needs. Exemplary writing, proofreading, and editing skills. Experienced in leading groups of all sizes with an easygoing rapport. Exceptional written, verbal skills, creativity and follow through.

Currently seeking re-entry into the workforce after spending a year-and-a-half at home with my newborn daughter. Looking for an opportunity to exercise my creativity, linguistic talents, and interpersonal skills in a new field.

Professional Experience

Cabarrus County Schools

Central Cabarrus High School ● August 2003-June 2007
 Hickory Ridge High School ● August 2007-January 2013
English Teacher, Yearbook Adviser, Broadcasting Teacher(2013)

Invited to open a new high school as part of the English department and to head the yearbook program. Created and taught lessons in literature studies, writing activities, and multimedia presentations to adolescent learners in a traditional classroom environment according to the NC Standard Course of Study and Common Core Curriculum.

Taught courses in Honors English I, Honors and Regular English II-World Literature, English III-American Literature, English IV-British Literature, Yearbook, and Broadcasting I-IV.

Duties:

- Maintained accurate student records and corresponded with parents frequently throughout the semester.

Duties continued:

- Guided students to develop and prepare video presentations for school-wide broadcast on the morning announcements
- Successfully initiated a school wide transition to an alternate broadcasting platform.
- Maintained an annual yearbook production timeline by establishing priorities and adhering to industry deadlines and target dates.
- Created a personal use style guide for yearbook class and research methods.
- Coordinated collections of photos and copy as well as submissions of pages.
- Successfully guided student yearbook staff to deploy marketing strategies including website, Twitter, Facebook, text messages, emails and videos to market the yearbook and turn a profit on the books.
- Lead yearbook staff to apply a standardized journalistic voice and improve readability of yearbook copy.
- Branded the high school yearbook with an appropriate and captivating title, *Taurus*, to match the "Bull" mascot.
- Catalogued and maintained an inventory of equipment including over 25 computers, 5 DSLR cameras, and over a half dozen digital video cameras and accessories.
- Persuaded two colleagues to share resources and create a computer lab which later became the "hub" for three courses with school-wide impact.
- Adapted strategies for content mastery by identifying student misunderstanding and clarifying key concepts.
- Gathered student performance data on benchmark tests to measure growth.
- Implemented intervention strategies to target learner's needs.

Academic Qualifications

University of North Carolina at Charlotte
Master of Arts in Secondary English Education, 2012
4.0 GPA

University of North Carolina at Charlotte
Bachelor of Arts in English, 2003

References

- Available upon request