

# Meredith Felton

## Professional Experience

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July 2017 – Present

City Schools of Decatur

Decatur, GA

### Lead Pre-K Teacher

- Ensures a positive, safe and engaging instructional environment for 22 young children, ages 4-5 years old.
  - Plans and implements developmentally appropriate interactive learning experiences based on Georgia Early Learning and Development Standards.
  - Communicates regularly with parents outside normal classroom day by means of class newsletters, notes, telephone calls, conferences, emails, websites, etc.
  - Develops lesson plans and instructional materials and provides small group and individualized instruction to adapt the curriculum to the needs of each pupil.
  - Participates in professional learning to increase skills and proficiency related to job responsibilities and serves on committees when needed.
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August 2014 –  
December 2014

Rankin County School District, Pisgah  
Elementary School

Brandon, Mississippi

### First Grade Teacher

- Provides instruction to a class of 21 students with a variety of teaching styles.
  - Evaluates student performance using Common Core Guidelines.
  - Maintains weekly running records on reading levels and documents student progress.
  - Maintains contact with parents in regard to student performance through activities such as parent-teacher conferences, progress reports, letters, and special meetings.
  - Maintains professional development through activities such as classes, conferences, seminars, workshops, and professional journals.
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December 2013 – June  
2014

Austin Independent School District, Dawson  
Elementary School

Austin, Texas

### First Grade ESL Teacher

- Provides instruction to a class: whole group of 17 students, individual students, or groups of students using such methods as oral presentation, visual aids and anchor charts, demonstration, total physical response, drama-based instruction, and games. Facilitates learning in the classroom.
  - Plans lessons, including activities such as preparing learning objectives and goals, age-appropriate assessments, and multi-level small group reading activities.
  - Evaluates student performance. Maintains records and documents student progress.
  - Maintains contact with parents in regard to student performance through activities such as parent-teacher conferences, progress reports, letters, and special meetings.
  - Maintains professional development through activities such as classes, conferences, seminars, workshops, and professional journals.
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## Meredith Felton

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July 2011 – July 2012

Kyotango Board of Education – The Japan  
Exchange & Teaching (JET) Program

Kyotango, Japan

### **Assistant Language Teacher**

- Public servant and cultural representative of the United States of America to a local Japanese government.
  - Promoting internationalization at the grassroots level through cultural exchange activities, school festivals, and community events.
  - Implementing quality instruction of the English language via team teaching at various junior high, elementary, and kindergarten schools. (12 schools, 800+ students, 50+ classroom teachers)
  - Planning, designing and creating academic media for classroom instruction, using Microsoft Office Suite and graphic/video editing software.
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August 2008 – June  
2011

Kids R Kids – School of Quality Learning

Roswell, Georgia

### **Lead Pre-K Teacher**

- Leading and managing a classroom of 20 students. (ages: 4-5 years)
  - Planning and implementing age-appropriate curriculum based on Georgia's Bright From The Start Pre-K operating guidelines.
  - Assessing student performance through anecdotal notes, work samples, photos, and matrices.
  - Establishing positive and professional relationships with parents of the students. Maintaining said relationships with weekly newsletters, open email and phone communication, individualized student documentation, and two conferences per year.
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## **Education**

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2003-2007

Auburn University

Auburn, Alabama

### **Bachelor of Science in Early Childhood Education**

- Cum Laude Honors Graduate
  - Highly Qualified, Certified Educator (EC-6<sup>th</sup> Generalist, English as a Second Language) in Texas, Mississippi, and Georgia
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## **Skills**

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- Proficient in using multi-function printers and scanners, Google Apps for Education, Microsoft Office Suite, multimedia projectors, and Internet browser software.
- Experience with HTML, WordPress blog publishing, and social media platforms.
- Developed and led engaging informational presentations.