

# Madison Lewis

## Future Teacher

### Contact Info

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### Work

February 2019	<b>Student Teacher</b>
-	<i>Cumberland Elementary School</i>
Present	In this role I teach alongside/under the advisement and observation of a veteran teacher in a multi-age combined Kindergarten and 1 <sup>st</sup> Grade classroom,
May 2017	<b>Office Assistant / Tour Guide</b>
-	<i>Longwood University Admissions Office</i>
August 2018	Duties included but were not limited to: processing applicants' files, leading tours of the university for prospective families, answering phones, greeting office visitors, reviewing and filing records, etc.
2013	<b>Babysitter</b>
-	Have babysat numerous children between ages three and nine; have experience with gifted children, children with ADHD, hypoglycemic children, and multiples (specifically twins)
Present	
May 2016	<b>Office Assistant</b>
-	<i>Slayton and Clary Law Office</i>
August 2016	Duties included but were not limited to: answering phones, directing calls, filing, running errands to banks and clerks, processing payments, making copies, etc.

### Education

In Progress	<b>BS Liberal Studies with PK-6 Licensure</b>	Current
	<i>Longwood University (Cormier Honors College)</i>	GPA: 3.948
2015	<b>Honors Diploma</b>	
	<i>Brunswick Academy</i>	GPA: 4.2

### Skills

Time management	Strong communication skills
Organization	Multitasking
Quick learning	Ability to work under pressure
Reliability	Self-motivated
Microsoft Office	Event planning
Telephone etiquette	Collaboration

### Achievements

**President** – Honors Student Association ..... **05/16 – 05/17**  
**Alumni Relations Committee Head** – Longwood University  
 Ambassadors (Tour Guides) ..... **05/17 – 05/18**  
**Member** – Alpha Lambda Delta Honor Society **04/16 – Present**  
**Member** – Honors Student Association ..... **08/15 – 05/19**  
**Member** – Longwood University Ambassadors .. **04/16 – 12/18**

