

Erica L. Womer

Education

Shippensburg University, Graduated May 2011

Bachelor of Arts Degree, English
Concentration, Writing
Women's and Gender Studies Minor

Certifications

Pennsylvania Certifications

English 7-12, Issued June 2012
Communications 7-12, Issued October 2013
Social Studies 7-12, Issued November 2014
Teaching Reading 7-12, Praxis Passed

Relevant Skills

Personal

Excellent written and verbal communications skills
Exemplary team player
High level ability to formulate creative processes and solutions in collaboration with administration in order to create positive working relationships
Adept at resolving conflicts

Computer

Proficient in all Microsoft Office Suite programs
Completed course in Google Analytics
Able to work with HTML and CSS coding

Work Experience

Non-Teaching Positions

Stauffers of Kissel Hill, May 2015-present
Cashier

Maintain accurate cash in drawer before, during, and after shifts
Assist customers with finding items
Complete sales, returns, exchanges, etc. in a timely, efficient, and friendly manner

Direct coworkers from different departments efficiently in order to best assist customers (i.e. calling a coworker up to assist a customer, sending assistance to the loading zone, etc.)

Answer phones and direct inquiries to the appropriate department/ take messages when necessary

Bed Bath and Beyond, April 2008-January 2011
Customer Service

Teaching Positions

Lebanon Catholic School, July 2015-August 2016

Organized lesson plans for six different classes daily
Collaborated with coworkers to create curricula
Maintained correspondence with parents and scheduled meetings as required

Created assignments, rubrics, etc./ graded in a timely manner

Substitute Teacher Service: various districts, October 2012-May 2015

Harrisburg SciTech High School, August 2014-January 2015

Juniata High School, August 2012-October 2012

Professional Development

Creating Games for the Classroom,
June 2016

Updated Training for Mandatory Reporting,
August 2015

Act 126 Training, March 2014

Certified in Adult and Pediatric First Aid,
CPR/AED, Issued May 2013

Learning Focused Schools High Impact
Training, January 2012

Relevant Activities

Shippensburg University Open Houses,
2010-2012
English Dept. Student Speaker

Writer

Reflector Literary Magazine, 2009-2011
CORAL Literary Magazine, 2001-2005
Student Plays, 2001-2005
Wildcat Yearbook, 2001-2005

Editor

CORAL Literary Magazine, 2001-2005
Wildcat Yearbook, 2002-2005

Awards

Dean's List

Graduated First in Class, High School

Scholastic Writing Awards
Senior Portfolio – Silver Award

Contact Me:

Erica L. Womer
755C Small Valley Road
Halifax, PA 17032

Home: 717.362.3183
Cell: 717.576.7859

erica.womer@gmail.com
ericawomer.com