

Lucinda Bishop

Woodstock, VA 22664

540-542-9100

lbish009@odu.edu

<https://sites.wp.odu.edu/lbishop009-rev1/>

Professional Summary

- Work in a public school setting grades K-12 for 15+ years providing various support and services for students and families of diverse populations including those at risk and/or mental health illnesses
- Strong presentation skills and budget development resulting in approved funding quarterly up to amounts of \$150,000 per client
- Collaborate with different community agencies to address needs of clients and their families in a multidisciplinary team approach
- Demonstrate strong skills in environmental scans, collection development, program development, organizing and categorizing various materials

Education

Old Dominion University, Norfolk, VA

Masters of Library and Information Studies

December 2023

Concentration: School Librarianship

GPA: 3.93

Relevant Coursework: Production of Instructional Materials, Planning, Selecting & Managing Collections, Children's Literature Across the Curriculum, PK-8, Knowledge Organization and Access, & Classroom Management

James Madison University Harrisonburg, VA

Bachelor of Science in Psychology

May 2001

Minor: Women's Studies

Concentration: Human Services

Lord Fairfax Community College Middletown, VA

Associate of Arts General Studies

May 1998

- Dean's List Fall 1996-Spring 1998
- PTK Honor Society
- Graduated Magna Cum Laude

Licensure/Certifications

School Library Endorsement (Pending Fall 2023)

Postgraduate Teaching License (Pending Fall 2023)

American Red Cross First Aid and CPR - Expires April 2023

Skills

- Teamwork and Collaboration
- Planning and Coordination
- Organization and Time Management
- Cultural Awareness
- Prezi, MS Office, Canva, Data Entry
- Multitasking Abilities
- Excellent Written & Verbal Communication

Related Experience

October 2021-December 2021 & February 2022-May 2022

Middletown Elementary School - Middletown, VA

Student Teaching/Observation

- Observed 1st grade and Library classroom settings with grades K-5th
- Collaborated with teachers in appropriate lesson plans, assessments, and utilization of classroom tools
- Created and implemented lesson plans

January 2014 - December 2014

Mattoon Public Schools - Mattoon, IL

Paraprofessional

- Assisted in maintaining an engaging and respectful educational environment by promoting discipline and cooperation
- Oversaw students in the classroom to monitor, enforce rules and support teachers
- Tailored lesson plans for students with emotional and cognitive disabilities

June 2001-September 2005

Fairfax County Family Services - Fairfax, VA

School Age Child Care (SACC Teacher I

- Plan, prepare and carry out activities and projects for groups of elementary school-age children grades K-6
- Assist in the care of Autistic, ADHD, ODD, etc. for an inclusion program
- Organize and manage an after school program for at risk youth

Other Experience

March 2021 - Current

Northwestern Community Services Board - Woodstock, Virginia

Youth/Adolescent Case Manager

- Facilitated placement of children in Residential Treatment Centers and Implemented referrals to community resources
- Helped families develop therapeutic strategies conducive to healthy child development by creating Service Plans to address child and families individual needs
- Collaborated and implemented services through the local CSA agencies, developed budgets, and implemented court ordered services

January 2015 - February 2021

National Counseling Group - Winchester, Virginia

Community Based Counselor/TDT, IIH, Crisis Intervention

- Participated in interagency planning and service coordination activities as directed to improve and enhance service continuity and effectiveness for clients and their families
- Worked in a school and community setting to provide pro-social skills including: anger management, conflict resolution, communication skills, peer relationship building, and acceptance of boundaries
- Earned Employee of the Month twice and nominated on other occasions

August 2009 - January 2013

Northwestern Community Services Board - Winchester, VA

TDT Behavioral Specialist

- Developed Individual Service Plans (ISP) based on assessed needs
- Accurate completion of Medicaid required documentation daily