



LETITIA HOWELL

12201 Eatonburg Lane

Chester, VA 23836

letitiahowell@yahoo.com

615-260-7386

Dedicated and motivated individual with an interest in the education field. Consistently demonstrates integrity, character, a positive attitude, and a commitment to service.

CORE COMPETENCIES

- **Commitment to Service**
- **Technology**
- **Team Collaboration**
- **Communication**

EDUCATIONAL BACKGROUND

Old Dominion University-Norfolk, VA

Master's Degree in Library and Information Science

Expected Graduation Date: August 2023

Tennessee State University- Nashville, TN

Teaching Certification 2012

Trevecca Nazarene University-Nashville, TN

Master of Arts in Teaching 2007

Christopher Newport University-Newport News, VA

Bachelor of Science in Business Administration 2004

Nashville State Community College-Nashville, TN

Business Administration Courses 2001

PROFESSIONAL EXPERIENCE

RICHMOND CITY PUBLIC SCHOOLS- Richmond, VA

08/17- Present

Pre-K-6 Teacher (full-time)

Created clear standards for lessons that correspond to students. Prepared materials for classroom activities that includes whole group and small group instruction. Encouraged positive reinforcement to administer student classroom behavior and enhance student academic performance. Met with parents to discuss students' overall progress and to help direct students on accomplishing their academic needs.

HOPE TREE FAMILY SERVICES-Henrico, VA

05/18-09/20

Direct Support Professional (Part-time as needed)

Assisted clients that may have a disability with their day-to-day routines if needed and supported the client's social status with community activities. Encouraged self-enhancement and development among clients.

SAKS FIFTH AVENUE I HUDSON BAY COMPANY- LaVergne, TN

07/15-08/17

Processor/Fulfillment Center Associate (full-time)

Audited incoming merchandise and bills in the receiving department. Processed and packed outbound customer orders. Filled orders to be processed in the packing department.

METROPOLITAN NASHVILLE PUBLIC SCHOOLS - Nashville, TN

10/05-09/17

Student Teacher (Warner Enhanced Option Elementary School: 08/11-12/11)

Substitute Teacher

Adapted teaching methods and instructional materials to meet students' needs and interests. Established clear objectives for all lessons, units, and projects and communicated those objectives to students. Prepared materials for activities including reading books to small groups and classes. Implemented engaging lesson plans and activities for all grade levels, Pre-K-12; average 25 students per class. Utilize positive reinforcement methods to manage student classroom behaviors and increase student performance.

Substitute Secretary (part-time)-

Served as a substitute secretary in 2007- 2008 and provided office support to personnel in the IT department.

VOLUNTEER SERVICES

**Summer Lunch Program- Chesterfield County Public Library/Chesterfield County Public Schools
Volunteer- Summer 2019**

Extended Day-Richmond Public Schools

Teacher- School Year 2021-2022