

# L. Tyleen Hall

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## PROFESSIONAL SUMMARY

Teacher with experience in collaboration and implementation of district, state, and federal standards. Establishes and maintains positive and productive relationships with all stakeholders. Highly productive with a knack for producing efficient results. Able to work in a fast-paced environment and quickly learn/transfer skills.

## AREAS OF EXPERTISE

- curriculum implementation
- human resource services
- mentoring
- office management
- payroll
- professional development design
- teaching
- technical writing
- experience with a variety of computer programs relating to teaching, bookkeeping, database management, and field-specific platforms (Canvas, Google, Microsoft, Sage, Autodesk, Spatial Factory)

## EDUCATION

Old Dominion University, Norfolk, VA, anticipated 2022  
Currently pursuing a Master of Library and Information Science.

Old Dominion University, Norfolk, VA, 2017  
Special Education Post-Baccalaureate Endorsement  
General Curriculum, K-12  
GPA: 3.90

Radford University, Radford, VA, 2006  
Bachelor of Science  
Interdisciplinary Studies  
GPA: 3.351

## EXPERIENCE

Special Education Teacher, Fort Chiswell Middle School & Jackson Elementary School  
Wythe County Public Schools  
August 2017 – present (3 years, 5 months)

- Implement individualized education plans (IEPs) for students in the elementary and middle school setting.
- Mentor first-year teachers to provide guidance on county standards, policies, and procedures.
- Design and stage extra-curricular activities to improve community engagement.
- Collaborate to provide professional development regarding small group reading best practices and strategies.

Special Education Teacher, Bland County Elementary School  
Bland County Public Schools  
August 2015 – August 2017 (2 years)

- Contributed as a leader on the school improvement team to guide best practice policies and procedures.
- Designed templates and examples for IEP components.

Office Manager/Technical Writer  
PILLAR, Inc.  
October 2012 – July 2015 (2 years, 10 months)

- Executed payroll and financial management services including invoicing state contracts on a monthly basis.
- Provided human resource services and onboarding of new employees.
- Designed and implemented regional training for new asset management program.
- Earned company national speaking position and space based upon written summarization of the company's progress.
- Created documents for engineering, surveying, geographic information systems (GIS), and asset management Request For Proposals (RFPs) on the state and federal level.
- Engaged in services and training related to the company, including surveying and technical reporting.