

Molly Ockler

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PROFILE

A passionate, experienced permanent certified secondary math teacher with a multi-faceted background in education, Mathematics, English, leadership, and office management. Proactive, caring, people-oriented self-starter who shows initiative and can conduct business in a highly professional manner. Very proficient at building sound business relationships with colleagues, customers, and students.

COMPETENCIES AND COMPUTER SKILLS

- People Oriented
- Strong Work Ethic
- Self - Monitoring
- Highly Organized
- Attention to Detail
- Presentation Skills
- Strong Written and Verbal Skills
- MS Office Suite 2007

WORK EXPERIENCE

- Maryvale Central School**, Cheektowaga, NY 2009- Present
- Substitute teacher Grades 7-12 all subjects
- All Grades Tutoring**, Williamsville, NY 2007 - Present
- Private tutor for students K-12 in Math and Verbal Skills.
- U.S. Census Bureau**, Buffalo, NY – Intermittent Temporary January – October 2009
- Office Operations Supervisor for Quality Assurance Department.
 - Quality check all files for new hire applications.
 - Assisted in hiring and formation of all crews for QC Address Canvassing.
 - First line of contact with 16 Field Supervisors and Field Crew Leaders.
 - Enumerator For Group Quarters Validation Operation
- Math Teacher Assistant**, Iroquois High School, Elma, NY 2006 - 2008
- Taught Academic Intervention Services (AIS) Math in Algebra and Geometry.
 - Assisted Special Education teacher with Math AIS services for 9th grade self contained students.
 - Assisted in the Academic Enrichment Center tutoring students in various subjects.
- GED Teacher/Member Development Program Manager** 2002 - 2006
West Seneca Youth Bureau /AmeriCorps, West Seneca, NY
- Developed and taught GED program for AmeriCorps members
 - Formatted Individual Education Plans for each student and maintained proper documentation of all work and progress.
 - Implemented curriculum in GED Math, Reading, Writing, Science and Social Studies.
 - Facilitated test taking process for NYS GED exam. Developed and facilitated training for all AmeriCorps members in accordance with standards and policies.
 - Organized and set up orientation and monthly training for all AmeriCorps members.
 - Organized and facilitated weekly life skills training for AmeriCorps members as required.
 - Networked and partnered with local agencies and programs throughout NY State.
 - Assisted AmeriCorps members in transitioning from AmeriCorps to college enrollment or full-time employment.
 - Organized and facilitated college and job fairs.
 - Assisted members in college application process.
 - Assisted members in navigating the Social Services environment.

- Assisted members in job application process.

Home School Teacher, Private Residence, Hamburg, NY

- Home-schooled a special education high school student with learning disabilities. 1998 - 2001

Administrator, Young Life of Greater Buffalo, Hamburg, NY 1994 - 1997

- Built strong relationships between students, leaders, parents, committee, and donors.
- Organized both the annual fundraising banquet for 400 people and the annual golf tournament, for total revenue of \$150,000 per year.
- Performed general office duties, maintained the budget and checking accounts for 2 YL areas.
- Generated monthly reports for national headquarters for 5 Young Life Areas.
- Assisted with troubleshooting the new computer program for all Young Life offices and accounts.

Co-owner and Office Manager, G. & J. Construction, Inc. 1977 - 1986

- Managed office, performed general office duties.
- Managed all accounts receivable, accounts payable, all payrolls for 35 employees, checking accounts, bank loans, expense accounts, and tax preparation, etc.
- Generated job costs, profit/loss reports.

LEADERSHIP EXPERIENCE

YouthBuild USA Counselor Fellowship 2005 - Present

- 75 hour training course for counseling at-risk young people.

Coordinator - 1st Impressions Ministry, Large local church in Hamburg 1999 - Present

- Oversee the First Line of Contact Team of 145 people.
- Mentor and develop leadership team of 20 people.
- Facilitate communication between the team and the church ministry staff.
- Facilitate and lead team meetings as required or needed.
- Organize and schedule all volunteer teams for 4 services per weekend.
- Recruit new volunteers to the ministry.

Coordinator of Large Events, Large Local church in Hamburg 1993 - Present

- Oversee large events, including annual banquets, special weekends, and weddings.
 - Includes promotion, registration, program, site coordination, meals.
 - Facilitate meetings between all teams for event teams.

COMPUTER SKILLS

- MS Office Suite 2007 certified

EDUCATION

MS in Secondary Education, D'Youville College, Buffalo, NY

BA in English and Secondary Education, Wheaton College, Wheaton, IL

New York State Permanent Teacher Certification in Secondary Mathematics Education