

Jenny K. Tanaka

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OBJECTIVE

Passionate, caring, motivated, experienced, and certified teacher, pursuing a Masters of Education in Educational Technology with the desire to seek an instructional design or teaching career that will provide educational opportunities to impact, enhance, and advance many generations of learners.

EDUCATION

University of Hawaii, Manoa– Honolulu, HI M.Ed.

Fall 2010 to present

Relevant Coursework- Computers in Education, Theory and Practice in Educational Technology, Teaching/Training Technologies, Educational Technology Research and Evaluation, Instructional Design and Development, Developing E-Learning, Practicum in E-Learning, Visual Design

University of Hawaii, Manoa- Honolulu, HI (B.Ed. Elementary and Special Education) Fall 2004 to Spring 2008

Santa Monica Community College- Santa Monica, CA

Fall 2002 to Spring 2003

University Laboratory School- Honolulu, Hawaii

1998 to 2002

CERTIFICATIONS

Hawaii Teaching License in Elementary Education, K-6 grade, Hawaii

Dec. 2009 to Dec. 2015

Hawaii Teaching License in Special Education, K-6 grade, Hawaii

Dec. 2009 to Dec. 2015

Certificate of Online Learning and Teaching, University of Hawaii

Expected date to confer, May 2012

WORK EXPERIENCE

General Education Teacher, Aikahi Elementary School, Kailua, HI

July 2011 to present

- Create well-designed and dynamic standards-based lessons
- Modify and differentiate instruction to meet the needs of all learners
- Collaborate with parents, Special Education teachers, principals, Behavior Health Specialist, Speech Pathologist, and district personnel
- Co-teach with Special Education teachers to meet the needs of students at risk and special education students
- Use effective teaching strategies to maintain a managed and a dynamic classroom culture

Graduate Assistant, School of Nursing and Dental Hygiene, University of Hawaii, Manoa

January 2012 to present

- Assist and collaborate with faculty and professors with designing and delivering instruction face to face and online to determine the most appropriate interactive media for courses
- Support faculty in developing, delivering, evaluating, and modifying course materials to achieve course and program goals and objectives
- Course development using the Sakai management system platform
- Develop and lead trainings and workshops in online and multimedia production for faculty, staff, and students

Mentor Teacher (Volunteer), University of Hawaii at Manoa, Honolulu, HI

Fall 2010 to present

- Positively impact, model, and demonstrate best teacher practices for first year pre-service teachers from the University of Hawaii at Manoa, College of Education
- Collaborate, observe, and advise pre-service teachers with lesson planning, short and long-term teaching goals, emotional support, classroom management, and exposure to curriculum resources.

Special Education Teacher, Aikahi Elementary School, Kailua, HI

July 2008 to May 2011

- Math and Language Arts, Resource Teacher (5th and 6th graders)
- Create and meet timelines for federally mandated, standards-based Individualized Education Plans for Special Education students
- Create standards-based lesson plans that implement curriculum, instruction, and assessment to measure student achievement
- Abide by federal laws related to Special Education legalities when servicing special education students
- Modify and differentiate General Education curriculum to accommodate the needs of all learners in order to meet grade-level standards
- Meet and collaborate with parents, General Education teachers, principal, Behavior Health Specialist, Speech Pathologist, and district personnel to adjust or update goals and objectives of Special Education students' Individualized Education Plans.
- Supervise Educational Assistants
- Use classroom management skills to create a dynamic classroom culture

Assistant Coach (Volunteer), Kailua Canoe Club, Kailua, HI
March 2011 to August 2011

- Plan and deliver weekly workouts and practices for the twelve-year-old boys' crew of Kailua Canoe Club.
- Ensure safety and well-being of all youth paddlers
- Execute behavior management strategies and commitment during the months of March through August, four times a week.

Medical Receptionist, Braun Urgent Care, Kailua, HI December 2004 to July 2008

- Manage and oversee six employees, prepare the monthly employee schedule, payroll clerk, personally assist the doctor with bill payment, purchasing office supplies and resources to sustain a stable and fostering work environment for employees and patients
- Additional duties include answering phones, schedule patient referral appointments, call in prescriptions, assist physicians with patient care, input patient history into computer, comply with patient confidentiality

ADDITIONAL TEACHING EXPERIENCES

Teaching Assistant (TA), University of Hawaii, Educational Technology, Honolulu, HI
Spring 2012

- Teaching assistant for an Instructional Design course (ETEC 613)
- Assist professor with course development and management, delivering instruction, and grading
- Assist students in meeting course goals and objectives

PROFESSIONAL DEVELOPMENT

Department of Education, Windward District, Honolulu, HI
Spring 2011- Summer 2011

- Attended teacher workshops to advance and enhance my understanding of the Common Core State Standards adoption phases in Hawaii
- Collaborated with teachers to deconstruct and implement Common Core State Standards, measured by curriculum, instruction, and assessment strategies.

Kahua O' Ko'olau, Kamehameha Schools, Honolulu, HI
Fall 2008 to Spring 2009

- Attended teacher workshops throughout the year
- Learned new teaching strategies to integrate Hawaiian and cultural-based practices into my classroom

PROFESSIONAL COMMITTEES

Community Council Representative, Aikahi Elementary School, Kailua, HI
2009 to 2011

- Three year term
- Attended monthly meetings to collaborate with parents and principles to discuss school-wide events, issues, and/or needs that may contribute to the improvement of education and well-being of Aikahi Elementary

COMMUNITY INVOLVEMENT

Keehi Lagoon Beach Clean-ups, Spring 2011

Family Promise of Hawaii, Homeless Shelter, 2010

Ahahui Malama I' Ka Lokahi Lo'i (Taro) restoration, 2010

East O'ahu Lifeguard Association Non-profit organization, 2008 to present

Earth Watch Program, Mexico, Research and Staff Member, June 2004

ORGANIZATIONAL AFFILIATION

Halau Ha'a Hula 'O Kekau'ilaninapuahala 'O Kailua, March 2010 to present

Women's Interscholastic Soccer Association (WISA), 2007 to present

Kailua Canoe Club (active member), 1996 to present

The Wave Christian Fellowship (active member), 2003 to present

AWARDS

Honor Roll, College of Education at University of Hawaii at Manoa, 2010 to 2012

Dean's List, College of Education at University of Hawaii at Manoa, 2006 to 2008

SKILLS

- Proficient: Microsoft Word, PowerPoint, Excel, Web design, Online Course Management, internet research and navigation
- Proficient: Instructional Design, Development, Analysis, Evaluation, and Implementation
- Effective and proficient oral and written communication
- Ability to collaborate with peers, colleagues, and external working communities