

MITCHELL B. BURDICK

1750 Brookfield Drive, Ann Arbor, MI 48103

C (269) 719 – 7316 | W mitchburdick.weebly.com/ | E burdick.mitchell@gmail.com

OBJECTIVE: To create and facilitate collaborative, kinesthetic, team learning environment as a teacher where students have an active role in the learning process by implementing critical thinking, reasoning, problem-solving and collaborating skills through various teaching methods in the areas of Biology and Mathematics.

EDUCATION: **Eastern Michigan University; Ypsilanti, MI** Aug. 2020 – Present
Master of Science in Accounting
Expected Graduation: April 2025 GPA: 3.57

Grand Valley State University; Allendale, MI Aug. 2008 – Dec. 2014
Bachelor of Science in Mathematics-Secondary Education, minor in Biology
Degree Conferred: December 2014 GPA: 3.11

EMPLOYMENT: **Chelsea School District (Chelsea, MI)** Nov. 2021 – Dec. 2021
Beach Middle School Algebra, Pre-Algebra and Real-World Math Long Term Substitute Teacher

- Observed and evaluated students' performance, behavior, social development, and mental health.
- Enhanced student learning by optimizing wide range of instructional approaches and innovative classroom activities.
- Elevated and revised lesson plans and course content to facilitate and moderate classroom discussions and student-centered learning.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.

The M Den (Ann Arbor, MI) July 2018 – Present
Store Management Team Member, Shift Leader, Sales Associate and Cashier

- Effectively manage one to ten employees per shift and attempt to ensure each customer shopping experience exceed their expectations. Train new employees: companies' policies and job responsibilities.
- Daily duties include cash register balance, delegate employees' responsibilities and deposit money.
- Monitor the store sales, print the store audit at the end of each day and communicate financial results to store manager on daily basis.
- Utilize effective communication in professional addressing customer inquiries and complaints.
- Assist customers with purchase decisions and help maximize company sales.

EDUStaff, LLC (Grand Rapids, MI) Feb. 2018 – Present
Chelsea School District Premier Substitute Teacher and Washtenaw County Substitute Teacher

- Adhere to the curriculum and lesson plans assigned by the regular teacher.
- Takes attendance and documents daily notes for the teacher when he/she returns.
- Oversees the normal classroom rhythms and activities.

Ida High School (Ida, MI) July 2017 – Jan. 2018
High School Algebra II, Pre-Calculus, Math Lab and Study Skills Professional Educator

- Observed and evaluated student's performance, behavior, social development, and physical/mental health.
- Enhanced student learning by optimizing wide range of instruction approaches, differentiated learning and innovative classroom activities.
- Communicated necessary information regularly to students, colleagues and parents regarding student progress and student needs.

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Dream Academy (Benton Harbor, MI)

July 2015 – June 2017

*High School Algebra I & II, Geometry, Consumer's Math and Trigonometry/Pre-Calculus
Professional Educator*

- Observed and evaluated student's performance, behavior, social development, and physical/mental health.
- Enhanced student learning by optimizing wide range of instruction approaches, differentiated learning and innovative classroom activities.
- Communicated necessary information regularly to students, colleagues and parents regarding student progress and student needs.

LEADERSHIP: School Improvement/Leadership Team Member of Dream Academy; Benton Harbor, MI

Sept. 2015 – June 2017

- Assisted the principal with planning, operation, supervision, and evaluations of the educational program.

Vice President of Academic Excellence of Delta Upsilon International Fraternity- Grand Valley State Chapter; Allendale, MI

Dec. 2011 – Nov. 2012

- Hold each member accountable for their individual academic goals.

Co-President of Just Tennis Club; Grand Valley State University; Allendale, MI

Mar. 2010 – Apr. 2012

- Used effective communication and motivation skills to help maximize players development.

RECOGNITION: "You Make the Difference" EDUStaff Award Recipient- Chelsea School District

2020/2021 School Year

College of Business Academic Honors 2020/2021- EMU

Fall 2020 – Winter 2021

"Staff Appreciation of the Month Award"- Beach Middle School

February 2021

"You Make the Difference" EDUStaff Award Recipient- Saline Area Schools

2018/2019 School Year

Induction into The Leona's Group Teacher Hall of Fame

2015/2016 School Year

"Educator of the Month Award"- Dream Academy

January 2016

Michigan Provisional Teaching Certification, Secondary Mathematics (EX)

July 2015 – Present

Adult & Pediatric First Aid/CPR/AED Certified, American Red Cross

Jan. 2013 – Present

Dean's List – GVSU

2009, Fall 2012, Winter 2013, and Fall 2014

REFERENCES: Nick Angel, (734) 476 – 3515, Principal of Chelsea High School

Matt Ceo, (734) 645 – 4391, Principal of Beach Middle School

Loren Thorburn, (734) 972 – 6967, 8th Grade Mathematics Teacher at Beach Middle School

Bradley Bezeau, (734) 428 – 9711 ext. 1000, Superintendent of Manchester Community Schools

Edwin Gall, (734) 645 – 9643, 7th Grade Science Teacher at Saline Middle School

Wendy Roberts, (313) 719 – 8304, Head Store Manager of The M Den- Briarwood Mall

Educational Portfolio Available at: <http://mitchburdick.weebly.com/>