

RESUME

Vickie Lawson
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EMPLOYMENT

Writer

www.examiner.com

Years Employed (07/2010-present)

Interview clientele, Write and publish journalistic articles, Participate in webinars and workshops.

Adjunct Professor

Sojourner Douglass College
Years Employed (03/2008-present)
Baltimore, MD

Provide professional development and instructional support to prospective teachers, attend staff development meetings, maintain database records for attendance and grade reporting, communicate with parents and staff on an on-going basis.

Loaned Executive
100 S. Charles Street

Combined Charity Campaign
Years Employed (09/2009-12/2009)
Baltimore, MD 21202

Managed eighty school accounts, assisted with raising funds for charities, maintained database of records relative to fundraising, completed school visitations, maintained ongoing communication with school coordinators and managers, attended bi-weekly meetings with manager, maintained payroll for other loaned executives.

Principal

Southeast Middle School
Years Employed (2007-2009)
Baltimore, MD

Baltimore City Public School System

Provided instructional support to teachers and students, conducted staff development meetings, analyzed test data, maintained database records for disciplinary referrals and budget, resolved conflicts, communicated with parents and staff on an on-going basis, attended team meetings, met collaboratively with instructional leadership team, attended IEP meetings, monitored and evaluated instruction and implementation of curriculum.

Principal

Managing Assistant Principal
Assistant Principal
Baltimore City Public School System

Morrell Park Elementary/Middle School
Years Employed (2002-2007)
Baltimore, MD

Provided instructional support to teachers and students, conducted staff development meetings, analyzed test data, maintained database records for disciplinary referrals and budget, resolved conflicts, communicated with parents and staff on an on-going basis, attended team meetings, met collaboratively with instructional leadership team, attended IEP meetings, monitored and evaluated instruction and implementation of curriculum.

Master Teacher
Baltimore City Public School System

Years Employed (1998 -2002)
Baltimore, MD

Provided instructional support to teachers and students, conducted staff development meetings, maintained reading program materials and supplies, demonstrate teaching strategies, maintained, distributed and monitored test materials, maintained database records for reading program, communicated with parents, teachers, and administrators on an on-going basis, conducted team meetings, maintained records for all students in reading program, planned cultural enrichment activities for staff and students.

Tutor
FosterAmerica (CASA)

Years Employed (2000-2002)
Baltimore, MD

Provided tutorial support to students in the foster care system, maintained records of progress, communicated with parents, teachers and caseworkers.

Facilitator
BCPSS FUTURES program (Maryland's Tomorrow Initiative)

Years Employed (1992 -1998)
Baltimore, MD

Provided academic support to students, monitored and maintained records on budget, attendance, grades and office referrals for program participants, communicated with administrators and MSDE on an on-going basis, planned and executed culturally-, socially- and academically-enriching activities for students.

Teacher: Grades 1-5
Baltimore City Public Schools

Years Employed(1979-1992)
Baltimore, MD

Instructed and supervised students in all subject areas, maintained records for students, communicated with parents and administrators on an on-going basis, planned enrichment activities for students.

EDUCATION

Degree Earned: M.Ed., Administration and Supervision
Loyola College Baltimore, MD

Years Attended (1998-2002)

Degree Earned: BS, Elementary Ed.
Morgan State University Baltimore, MD

Years Attended (1974-1980)

SKILLS, TRAINING, AND ACCOMPLISHMENTS

SKILLS

Computer skills/programs: SASI, SETS, MS Word, MS Works, MS Excel, MS Powerpoint
Good verbal/written language skills
Good organizational skills

TRAINING/WORKSHOPS

Presenter at Math and Science Conference at Morgan State University (Dec., 2007 and Dec, 2009)
Participant in Principals' Induction Institute (2005-2007)
Participant in JHU Principals' Seminar on Data-based Decisionmaking (Summer, 2005)
Participant in Maryland Instructional Leadership Institute (Summer, 2002)
Participant in BCPSS' Area Four Literacy Initiative (1998-2002)
Training in Peer Mediation, Conflict Resolution, Budget/Accounting, Labor Relations, Grant Writing, Bullying and Teasing Prevention, Inclusion, American Sign Language
Success for All Curriculum Trainer (1990-1991)

ACCOMPLISHMENTS AND AFFILIATIONS

Member of Baltimore chapter of National Association of Negro Business and Professional Women, Inc. (2009-present)
Frequent Participant at Poetry Venues (Blacks in Wax, Notre Maison, Urban Blend, Eubie Blake) (1992-present)
Grant and Curriculum Writer for After-School Programs (1997)
Grant Writer for Elementary Program, School #98 (1998-2002)
Primary/ Intermediate Mathematics Tutor (1991-1992)
Grade Team Leader (1991-1992)
Master Teacher/Reading Coach (1998-2002)
Program/Trip Coordinator (1991-1992)
Director of Reading/Math program St. Timothy's Christian Baptist Church
Listed among Who's Who Among Professional and Business Women
Listed among Who's Who In the East
Member of International Society of Poets
Recipient of Mayoral Citation (1998)
Recipient of Community Service Award (Harlem Park Middle School, 2003)
Notary Public
Review Panelist Maryland State Arts Council
Author of Vocal Moments (2003) and In the Quilting Tradition (2005). Assata and the Secret of the Cowrie (2008) and Timeless Influences (2009)
Host/Teacher for NACEL Culture and Language Club Foreign Exchange Program
Wife/Mother of two

REFERENCES

Quinn Conyers
Manager
Combined Charity Campaign
100 S. Charles St.
Baltimore, MD
410-895-1359

Roger Shaw
Executive Director
Secondary Schools Office
501 N. Athol Avenue
Baltimore, MD 21229
410-396-8700

Jean B. Owens
Restructuring Implementation Specialist
3827 Callaway Avenue
Baltimore, MD 21215
410-466-6275

Nina Luster
Retired BCPSS Educator
7425 Ashton Valley Way
Catonsville, MD 21228
410-869-3933