

Janet C. Gannon

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Experience

INDEPENDENT TUTOR – HOUSTON AREA 8/2013- Present
Self-employed tutor of Math & Science High School and college students

HCCS Katy, TX 8/2014 - present
Adjunct Faculty, Math

LONE STAR COLLEGE – CYFAIR Cypress, TX 8/2012-8/2013
Program Coordinator, Math & Science

- Increased student visits to the tutoring center by 400% (2000 to 8000 students/year)
- Created flagging system for communication between students and tutors
- Managed \$150,000 budget and created budgeting spreadsheets for use throughout the tutoring centers.
- Created and implemented hiring and on-boarding procedures and flowcharts, which significantly increased productivity and decreased mistakes.
- Organized and implemented professional development opportunities of tutors.

Adjunct Faculty, Developmental Math

- Taught math; implemented online learning response system

HOLUB MIDDLE SCHOOL Houston, TX 1/2011- 6/2011
Science Interventionist

- Assisted English Language learners and special needs students to prepare for the TAKS exam
- Organized and inventoried chemical stockroom
- Created vocabulary system for students to learn roots, prefixes and suffixes
- Engaged in walk-through evaluations of science teachers

THE GOLD VALLEY Hanover Park, IL 1/2009-12/2009
Area Manager & Training Manager

- Managed opening of new retail storefronts, including supply procurement and set-up
- Organized store procedures and put them into operation throughout 30 stores
- Created a new training system, complete with updated curriculum and monitoring system
- Developed and implemented inventory and employee performance tracking systems
- Traveled throughout the US to train new employees and attend company meetings
- Coordinated the scheduling of 8 trainers, to maximize use of resources.
- Entrusted with large amounts of cash, jewelry and negotiable instruments on a daily basis.

- Responsible for daily balancing and accounting of store records.

IOWA STATE UNIVERSITY

Ames, IA

1/2008-7/2008

Project Director

- Prepared daily meals for dietetics feeding study, insuring accurate and safe techniques
- Managed kitchen inventory including planning and purchasing
- Calculated accurate caloric, macro and micronutrient intake for all meals.

UTAH VALLEY STATE COLLEGE

Orem, UT

10/2007-1/2008

Assistant Lab Manager

- Prepared labs correctly and in a timely manner
- Supervised student workers
- Managed waste disposal and chemical inventory

QUALITY SCHOOLS INTERNATIONAL

Shenzhen, China

9/2005-7/2006

Teacher (algebra, biology and English)

- Developed math and science curriculum according to school standards.
- Served on the technology curriculum team to prepare for school accreditation

CHICAGO PUBLIC SCHOOLS

Chicago, IL

1/2004-8/2004

Teacher (geometry, algebra I and algebra II)

- Developed math curriculum according to state standards, including presentation slides
- Volunteered as a guest lecturer for after-school detention program

COMPASS TUTORING

Des Moines, IA

7/1997-8/2005

Owner/Director

- Coordinated operations to effectively maximize client satisfaction and company profit
- Customized individual learning plans for students based on targeted areas of concern
- Recruited, hired and trained tutors in a variety of subject areas

DES MOINES PUBLIC SCHOOLS

Des Moines, IA

9/2001-1/2003

Teacher (physics and general science)

- Developed teaching tools to reach all types of learners
- Used projects to have students demonstrate their knowledge in a hands-on fashion.

DRAKE UNIVERSITY

Des Moines, IA

8/1998-8/2000

Chemistry Instructor

- Helped students develop safe and effective laboratory skills
- Created extra sessions for assistance in test taking and studying

Education

CALIFORNIA COAST UNIVERSITY

Masters of Business Administration

5/2014

UNIVERSITY OF VIRGINIA

Bachelor of Science: Chemistry

5/1996

Teaching Certifications

- Math 4-8
- Science 4-8
- ESL Generalist EC-6
- Generalist 4-8
- Math 8-12
- Chemistry 8-12