

Summary

Highly qualified instructor with experience in middle school education. Dedicated, innovative instructor skilled at utilizing curriculum hands-on projects to enhance student engagement and understanding while promoting cross-cultural appreciation among students.

Education

Educator Preparation Institute

Valencia Community College
Orlando, FL

January 2016

Creative Writing Master of Fine Arts (Script Writing)

Full Sail University
Winter Park, FL

May 2012

Bachelor of Fine Arts in English: Creative Writing

University of Central Florida
Orlando, Florida

May 2012

Study Abroad Program with a focus in English Literature

University of Northampton
Northampton, UK

June 2004

Work History

Theatre Director and Creative Writer Instructor

Audubon Park K-8, Orlando, FL

August 2019-Present

- » Develop theater and creative writing programs including curriculum, course projects, and individual assessment to align with district standards and end of course assessments. Developed online learning option for implementation during COVID-19 school closings.
- » Teach 5 periods of Theatre I, II, III, and Technical Theatre I and II to 100 6-8 grade students.
- » Teach 1 period of Creative Writing to 20 students at all writing ability levels in grades 6-8.
- » Organize and direct 15 initiated members of the Audubon Park Junior Thespian Troupe and train them for District and State competitions where 8 members earned 3 superior ratings and 5 excellent ratings (2019).
- » Direct, choreograph, design, and craft costumes for the yearly Spring Musical with a cast of 25-30 students including blocking, rehearsal schedules and workshops, all prop making, costume building, and set making and painting.
- » Founded and sponsored D&D Club with approximately 15 regular members.

Theatre Director

Glenridge Middle School, Winter Park, FL

August 2016-May 2019

- » Taught 5 periods of Theatre I, II, and III to 180+ 6-8 grade students.
- » Organized and directed members of the GMS Junior Thespian Troupe and trained them for District and State competitions.
 - » 30 troupe members earned 13 superior and 4 excellent ratings in the 2018 competition.
 - » 25 of 27 troupe members attended and earned 18 superior, 5 excellent, and 2 best in show ratings in 2017.
 - » 14 troupe members earned 14 superior ratings and one best in show rating in 2016.
- » Directed, choreographed, designed, and crafted costumes for the yearly Spring Musical with a cast of 25-30 students including blocking, rehearsal schedules and workshops, all prop making, costume building, and set making and painting. Raised \$2,500-\$3,000 yearly for the theater department.

Jeannette Marie Quintana

Theater & Creative Writing Instructor

Skills

Instruction	■■■■■■■■■
Materials design	■■■■■■■□
Classroom management	■■■■■■■□
Progressbook	■■■■■■■□
Canvas	■■■■■■■□
Skyword	■■■■■■■□
Final Draft	■■■■■■■□
Google Drive	■■■■■■■□
Microsoft Office	■■■■■■■□
Photoshop	■■■■■■■□
Creative writing	■■■■■■■■■
Technical writing	■■■■■■■□
Editing	■■■■■■■□
Problem solving	■■■■■■■■■
Critical thinking	■■■■■■■■■
Fundraising	■■■■■■■□
Flexibility	■■■■■■■■■
Teamwork	■■■■■■■■■
Communication	■■■■■■■■■
Time management	■■■■■■■□

Affiliations

National Junior Thespian Society Sponsor

2014-Present

UCF Alumni Association

2012-Present

UCF National Honor Society

2002-2010

Intensive Reading Teacher

Glenridge Middle School, Winter Park, FL August 2014-June 2016

- » Taught 6 class periods of intensive reading to 120 lower-level 6th and 7th graders.
- » Spearheaded the Read and Ride program in 2014. 4 stationary bikes were brought into the classroom based on the idea that learners retain more while reading when they are active. The bikes became part of independent reading and students became more actively engaged in their reading. Resulted in reading gains at least 20% higher than the year before. [Gained local media attention.](#)
- » Assisted with the academic Battle of the Books club after school. Students are given all the Sunshine State books with the goal to read them all and form study and competition teams of 6-8 students. Coached students through reading the books and practicing questions to prepare for competition. [Results?](#)

Internal Audit Administrator

Full Sail University, Winter Park, FL February 2012-August 2014

- » Evaluated **XX** incoming online student financial aid files daily against audit checklist for accuracy and completion.
- » Provided feedback and specified errors in files and returned files to individual intake teams to ensure timely processing of student aid requests. [Processing time reduced by XX%/XX days.](#)
- » Reviewed student files and corrections to clear all applicable students, approx. **XXX**, for graduation each month.