

Jenna Kaufman

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As an educator of four years, I am an innovative and flexible creative thinker with excellent verbal and written communication skills, seeking to transfer my knowledge into a people-facing and dynamic role. I am eager to showcase my attention to detail and proficiencies in data-based goal-setting and achievement. I maintain a coachable mindset and stay receptive to feedback while still seeking to support others. I am committed to delivering results that exceed expectation to drive a team forward.

EDUCATION

University of Texas at Austin – Overall GPA: 3.94

August 2017 – May 2021

- B.S. Applied Learning and Development – Literacy
- B.S. Communications Studies – Human Relations

RELEVANT COURSEWORK

Applied Learning and Development

- Acquisition of Language and Literacies; Rhetoric and Writing; Cognition, Human Learning, and Motivation; Sociocultural Influences on Learning

Communications Studies – Human Relations

- Social Interactions in Virtual Environments; Using Communication Technology at Work; Advertising / Integrated Brand Communication; Nonverbal Communication; Interpersonal Communication Theory

WORK EXPERIENCE

Elementary Teacher – 3rd Grade, Mills Elementary, Austin Independent School District

August 2021– Present

- Deliver tailored content for ~22 students in all subjects to ensure mastery of content standards and development of social-emotional skills
- Develop general and specialized instructional curriculum in collaboration with teammates
- Proactively create and educate colleagues on new teaching strategies (e.g., use of grade-appropriate Socratic Seminars discussions)
- Maintain close attention to detail and organization to proactively meet student needs and deadlines in a fast-paced environment
- Analyze student performance data to develop individualized and realistic student goals along with plans and methodologies to increase student performance and meet state standards
- Attend to the needs of each student to deliver individualized content in a rigorous manner
- Provide and accept consistent feedback in healthy working relationships with colleagues, school administrators, and parents to foster trust and encourage open lines of communication
- Engage in professional learning opportunities with intent to grow as a leader and a learner

Student Teacher Intern – 3rd Grade, Davis Elementary, AISD

August 2020 - May 2021

- Incorporated G-Suite and Blend software to enhance instruction, assessment, and data-tracking
- Implemented creative strategies (student choice, differentiated activities, and project-based learning) to engage and motivate students in virtual and face-to-face settings

Learning Assistant (LA) UT Austin UTEACH

August 2018 – May 2019

- Facilitated undergraduate learning in a basic physics course using lab work and individual inquiries
- Collaborated with professor and other LAs to ensure uniform standards for grading free-response exams

ACHIEVEMENTS

- Texas Education Agency (TEA) Designated Teacher – Exemplary (Top 20% of teachers statewide)
- AISD Silver RAVE Recipient – September 2024
- Restructured reading curriculum such that Mills' 3rd grade students had the highest passing rate in AISD on Spring 2024 Reading STAAR test
- Mills Elementary Teacher of Promise – January 2022
- UT Austin Honors Day Recipient; Moody College of Communication Dean's List- 2019, 2020, 2021

CERTIFICATIONS AND SKILLS

- Texas Education Agency certified Pre-K to 6 English as a Second Language Educator
- Google Certified Educator - Level 1
- Proficient in Blend and Canvas Learning Management Systems
- Fluent in Microsoft Office Suite
- Use of Canva to develop student resources

ADDITIONAL EXPERIENCE

- Alpha Delta Pi (Delta) Corresponding Secretary (Member)
- Volunteer, Central Texas Special Olympics (Competition Coordinator)

Fall 2017 – Present

Spring 2018-2019