

# Samantha Paige Richard

904-652-7258 samanthapaigeportfolio.com s.richard@umiami.edu

## CONTACT

**Phone** // 904-652-7258

**Email** // s.richard@umiami.edu

**Address** // Huntsville, Alabama

## EDUCATION

**Grand Canyon University**, Phoenix, Arizona

Master of Education in Special Education with Teaching Licensure

Currently Enrolled // Projected Graduation in Spring 2023

**University of Miami**, Coral Gables, Florida

Bachelor of Science in Communication, May 2016

Double Major in Creative Advertising & Studio Art // Minor in Marketing

## TECHNICAL SKILLS

### Marketing Skills

Brand Development. Content Creation.  
Digital, Mobile, & Social Marketing.  
Graphic & Digital Design. Photography.  
Photo Editing.

### Human Resources Skills

Interviewing Job Candidates.  
Onboarding New Employees.  
Employee Engagement. Team-Building.  
Training & Presentation Skills.

### Software Proficiency & Computer Skills

Microsoft Office Suite. Google Suite.  
Adobe Creative Suite. Social Media.  
Event Management.  
Search Engine Optimization.  
Conference Calling Software.

### Project Management Skills

Project Planning. Quality Control.  
Task Delegation & Management.  
Consistent & Clear Communication.

### Writing Skills

Cross-Departmental Memos. Emails.  
Internal & External Communication.  
Training Manuals. Grants.  
Digital & Print Advertisements.

## SOFT SKILLS

Adaptability. Attention to Detail.  
Conflict Resolution. Crisis Management.  
Collaboration. Communication.  
Creativity. Customer Service. Empathy.  
Leadership. Organization.  
Problem Solving. Public Speaking.  
Strategic Thinking. Work Ethic.

## PROFESSIONAL EXPERIENCE

**Special Education Advocate**, 2019 - Present

- Assisted families through the referral and IEP process, including reviewing assessment reports, completing home visits, and explaining family rights
- Evaluated medical and legal documentation in order to advise families on evaluations results, relevant federal and state laws and procedures, and legal rights and protections for their child and themselves
- Observed and assessed students, appraised evaluation results, and advised families on proposed accommodations or modifications to fit each child's needs, including constructing novel methods or approaches

**Curriculum Specialist & Lead Instructor**, Huntsville STEAMWorks, 2019

- Developed, wrote, & revised curricula for STEAM classes and camps
- Educated a variety of children and adults in classes and camps, including Survivor!, Eco Explorers, Tinkering, and Expedition to Planet X
- Trained instructors and clients on the use of different programs and machines

**Special Education Teacher**, Hubbard Elementary & The Riley Center, 2016 - 2019

- Taught four classes with students ranging from Pre-K to 5th grade with varying levels of support needs and diagnoses
- Differentiated lessons & activities in accordance to students' needs, state standards, and Individualized Education Plans goals
- Arranged and led IEP meetings, conferences, and home visits as needed
- Trained and educated general educators and support staff on following IEPs and implementing accommodations in class
- Designed and created various materials for students and staff, including training manuals, visual schedules, adapted materials, and more

**PhilADthropy Event Coordinator**, University of Miami, 2016

- Coordinated a 25-hour marathon charity advertising & marketing event benefitting 13 non-profit organizations with branding & campaign materials
- Performed crisis management during the event as needed
- Communicated with vendors, sponsors, non-profits, team leaders, university staff, the marketing team, and participants to ensure smooth operations

**UMiami Center for the Humanities Student Assistant**, Coral Gables, 2012 - 2016

- Collaborated in researching & designing various event materials
- Formulated & implemented marketing campaigns for events, reaching over 1,000 UMiami students for a single event and resulting in over 5,000 registrants
- Spearheaded accommodation plans for event attendees with disabilities
- Supervised volunteers and event staff to successfully execute various events