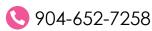
Samantha Paige Richard



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CONTACT

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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.

Cvent 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 Communiation. 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 attendents with disabilities
- Supervised volunteers and event staff to successfully execute various events