

Heather R. Anderson
44 Oak Street
Dover, NH 03820
(603) 343-2929
Electronic mail: hricca2001@yahoo.com

WORK EXPERIENCE

Proofreader, Measured Progress – *October 2004 to present*

- Proofread test material forms, manuals, and ancillary documentation for use in educational assessment
- Coordinate proofreading rounds from desktop publishing through release to printers while conforming to scheduled deadlines
- Work closely with editors to ensure quality control on printed forms and documents
- Proofread and participate in internal review of proposals, new documentation, and miscellaneous literature

Teacher, The Meridian School – *September 2003 to June 2004*

- Duties include all aspects of classroom management, instruction, planning, and assessment in a class of 3rd grade students
- Design and implement developmentally appropriate thematic units for literature, writing, social studies, math, and science
- Communicate student progress and current curriculum with families and the larger community, including a weekly newsletter and community building events
- Active participant on staff and faculty committees, including Community Service and Math Day event

Teacher, Hutch School, Fred Hutchinson Cancer Research Center – *June to August 2003*

- Provide educational support to pediatric oncology patients from kindergarten to twelfth grade at Children's Hospital and Medical Center, Ronald McDonald House, and Hutch School, a transitional school for children undergoing treatment for cancer
- Tutor and support school-aged family members of patients at Hutch School
- Coordinate with family members, medical providers, and patients' home schools to provide educational and emotional continuity throughout the treatment process

Student Teaching, Environmental and Adventure School – *August to November 2002*

Cooperating Teacher: Eileen McMackin, Lake Washington School District

- Duties include all aspects of classroom management, instruction, planning, and assessment in a multi-age class of 6th, 7th, and 8th grade students
- Design and implement a developmentally appropriate thematic unit on the Natural History of the Puget Sound in an integrated language arts and social studies class
- Instruct 6th grade mathematics in the Connected Mathematics curriculum

Grantwriting Assistant, Fred Hutchinson Cancer Research Center – *October 2000 to December 2001*

- Assist with proposal and report preparation by requesting information from other departments, drafting documents, proofreading, and editing
- Maintain donor database and track program activity through monthly spreadsheets
- Provide administrative support to the Director by preparing correspondence, processing mail, scheduling meetings, and serving as department contact
- Perform prospect research using online resources, directories, and newsletters and periodicals

EDUCATION

Antioch University, Teaching Certification, *December 2002*
Master of Arts in Education, *June 2003*
University of Washington, B.A. in Anthropology, *August 2000*, GPA: 3.9
Seattle University, *Fall 1996 to Spring 1998*

VOLUNTEER EXPERIENCE

Teaching Assistant, Meridian School – *September 2001 to March 2002*

- Assist lead teacher in a 3rd grade classroom
- Lead whole class and small group activities and discussions
- Tutor individual students in all subjects

Volunteer, Fred Hutchinson Cancer Research Center – *November 2000 to May 2002*

- Assist with multi-age classroom at Hutch School
- Tutor individual students in language arts and math
- Assist with Development Department events, such as Hutch Holiday Gala, Travel and Leisure Auction, and HutchHigh Education Symposium

Activities Assistant, Providence Medical Center – *May 1999 to May 2000*

- Conduct patient interviews to discern level of activity and patient needs
- Escort patients to events and meals to increase social interaction and physical activity
- Assist in planning special events for patients including musical and cultural events

Mentor/Tutor, Pipeline Project – *September 1998 to February 1999*

- Monitor academic performance of students at Bailey Gatzert Elementary School
- Assist students with classwork and organize after-school activities

Teaching Assistant/Tutor, St. James ESL Refugee Program – *September 1995 to June 1996*

- Lead whole class and small group activities and discussions for adult refugees
- Tutor individual students in English

SCHOLARSHIPS/HONORS

Phi Beta Kappa, *August 2000*
University of Washington Dean's List, *Fall 1998 to Summer 2000*
Seattle University Trustee Scholarship, President's List, *Fall 1996 to Spring 1998*