

REGINA SAYLES

740 Ann Street, Stroudsburg, PA • (570) 460-5595 • sayles.regina@gmail.com

EDUCATION

M.Ed., Instructional Technology, East Stroudsburg University, PA
B.A., Theatre Arts, East Stroudsburg University, PA

Currently Enrolled
May 2003

PROFESSIONAL EXPERIENCE

Instructional Technology Graduate Assistant, East Stroudsburg University, PA

August 2012- Present

- Provides support to all faculty in the Digital Media Technology department
- Aids in project research (more specific)

Guitarist/Vocalist- Independent Contractor Work

July 2001- Present

- Present elementary school assemblies and through the use of music and multimedia, focus on positive character traits and attitudes, responsibility, etc. (I would elaborate more here).
- Work with school administrators and liaisons to tailor each school performance to specific buzz words and positive school wide behavior programs
- Work as a contracted guitarist/vocalist for various private and public events

Administrative Assistant, Keller Williams Real Estate Agent Bob Kelly, Stroudsburg, PA

June 2011- September 2013

- Conducted listing searches matching clients specific needs and mined data for office mailings
- Corresponded with other real estate offices to set up showing appointments
- Managed files between clients and provided client support via phone, email and in person
- Transitioned from paper filing system to paperless management system on KW.com

Substitute Teacher, East Stroudsburg School District, E. Stroudsburg, PA

January 2010 - June 2012

- Managed a classroom, presented a structured curriculum and taught through positive reinforcement
- Documented the students' metrics and performance information for each classroom assignment
- Related to parents, students and school staff in an engaging and consistent manner

Office Manager, North Haledon Auto Body, North Haledon, NJ

August 2004 - July 2007

- Provided the sole administrative support for the shop owner and managed his correspondence and schedule
- Coordinated maintenance staff schedules and matched each customer with the appropriate mechanic
- Served as auto insurance liaison for all claims received by the shop and negotiated all quotes, payments and agreements between clients and insurance companies
- Maintained all office paperwork including finances, customer updates, employee payroll and invoice management

Substitute Teacher, Manchester Regional High School, Haledon, NJ

October 2003 - June 2004

- Acted as Building Substitute for grades 9-12, responsible for teaching lesson plans left by the class instructor
 - Volunteered as the school's choral assistant, providing one-on-one coaching to teens needing encouragement
-

HONORS

2013 Mickey and Mary Lou Karaffa Graduate Scholarship Recipient, East Stroudsburg University

2010 Recipient of Community Woman of Distinction Award, East Stroudsburg University

JOB SKILLS

- ⇒ Experience with Mac and PC platforms
- ⇒ Proficient in Microsoft Word, Excel, Powerpoint, Adobe Photoshop, Adobe InDesign, iMovie and Garageband
- ⇒ Exceptional writing and editing skills, with the ability to both imagine and create projects quickly and cleanly
- ⇒ Professional demeanor with an enthusiastic, passionate personality, creative and innovative thinker, detail oriented
- ⇒ Excellent public speaker and presenter
- ⇒ Able to successfully work independently or with other individuals, either in a large group or one-one