

Samantha Eagen

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EDUCATION

Clark University, Worcester MA
Masters of Arts of Teaching in Elementary

Expected: May 2023

Clark University, Worcester MA
Bachelor of Arts in Community, Youth, and Education Studies, Minor in Sociology
3.73/4.00

May 2022

RELEVANT EXPERIENCE

Camp Director

Summers 2017 - Present

Pelham Parks and Recreation | Pelham, NH

- Act as a leader and mentor to counselors, providing them with guidance and opportunities to grow
- Oversee all staff as well as counselor in training program
- Manage disciplinary issues
- Coordinate field trips with campers, staff, and Parks and Rec Office
- Establish curriculum and activities
- Communicate with families and deal with familial concerns
- Manage inventory for summer camp, relaying needs to Parks and Rec office

Building Based Educator

Semester Breaks 2020 - 2021

Methuen Public Schools | Methuen, MA

- Provided full-day coverage for teachers who are absent without a substitute
- Assisted with daily lessons and behavioral management in kindergarten classroom for long term placement
- Assigned duties during the day including but not limited to lunch duty, bus duty, etc.
- Provided any other duty as assigned by Supervising Principal and/or her designee

Office Assistant

February 2020 – May 2022

Clark University Human Resources Office | Worcester, MA

- Answer phone calls and emails in regards to general office questions about office schedules, resumes, new job listings, employment verifications, and employment forms
- Process employment forms and files for new, existing, and termed employees
- Perform daily projects for the Human Resources Representatives such as editing PowerPoints and inputting employee data

Gymnastics Coach and Birthday Party Coordinator

May 2014 – January 2021

A2 Gym and Cheer | Salem, NH

- Facilitated and assisted recreational and competitive gymnastics classes/practices 5-7 days a week
- Assisted with lesson plans for preschool and school age recreational gymnastics programs for each 8-week session
- Managed facility, activities, and coaches during birthday parties
- Oversaw front desk payments and questions in regards to birthday parties and gymnastics memberships
- Worked with family's wants and needs for birthday parties
- Answered any questions about facilities, birthday parties, gymnastics classes, and competitive teams

Sculpture Studio Proctor

Jan 2019 – May 2022

Clark University | Worcester, MA

- Open and close studio building for sculpture students once a week
- Supervise students and their projects
- Clean and organize studio at end of the night, assuring upstanding condition for next day of class or proctoring

ADDITIONAL LEADERSHIP & VOLUNTEERISM

All Kind of Girls | Worcester, MA

Mentor Coordinator

May 2019 – May 2022

- Coordinate mentor interviews, training, and monthly bonding activities for approximately 50 mentors
- Oversee Steering Committee members and actions such as curriculum plans, marketing and outreach teams, and treasurer activities

Curriculum Member

Jan 2019 – May 2019

- Developed and coordinated curriculum for Younger Girls' mentor program
- Guided 30 mentors and 45 mentees through activities and plans
- Contacted other Clark affiliated clubs and organizations to collaborate on activities and events to enrich weekly curriculum

SKILLS

Social Media Pages and Marketing: Instagram, Facebook, Twitter, Tik Tok

Languages: Intermediate French

Certifications: CPR/First Aid Certified