

**CITY OF MONROE
CITIZENS APPOINTMENT COMMITTEE REGULAR MEETING
CITY HALL COUNCIL CHAMBERS
300 W. CROWELL STREET
MONROE, NORTH CAROLINA 28112
MARCH 2, 2026 – 4:00 P.M.
AGENDA**

1. Consideration of Appointments



STAFF REPORT

TO: Citizens Appointment Committee
VIA: Mark Watson, City Manager
DATE: March 2, 2026
FROM: Bridgette H. Robinson, City Clerk
PREPARED BY: Sherry K. Hicks, Deputy City Clerk
SUBJECT: Consideration of Appointments

SUMMARY STATEMENT

Consideration of Appointments to Boards.

REVIEW

The Citizens Appointment Committee will meet on March 2, 2026 to consider the following applications:

Name of Board	Vacancies	Applicant	Met Meeting Requirement and Provided Resume
Animal Welfare Committee	Three	Kasey Champ	Yes
Board of Adjustment	Two Regular One Alternate	Kevin Secrest	Yes
Historic District Commission	Two	William Heidtmann Natasha Higgins	Yes Yes

RECOMMENDATION

Discussion and recommendation of appointments to City Council.

Sherry Hicks

From: noreply@civicplus.com
Sent: Thursday, January 15, 2026 5:04 PM
To: Sherry Hicks; Bridgette Robinson
Subject: Online Form Submittal: Committee Application

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Committee Application

Committee Application

Fill out this form to apply for consideration to be on one of Monroe's committees or boards.

Please attend a meeting of the Committee or Board of interest before completing and submitting your application. This application will be kept in active status for one year from date of application.

Contact Sherry Hicks for more information.

Committee/Board Seeking Appointment	Animal Welfare Committee
Applicant's Name	Kasey Champ
Street Address	3625 Allenby Place
City	Monroe
State	NC
Postal / ZipCode	28110
Applicant's Email	kphayes1993@gmail.com
Applicant's Phone	7049892461
Residency Information	City
Are you a US citizen?	Yes

Have you attended any meetings of the Committee/Board of interest?	Yes
List dates of meeting(s) attended of the Committee/Board of interest.	October 1st, 2024 December 3rd, 2024 March 4th, 2025
Education: List schools, dates attended, degrees obtained.	Wingate University August 2012 - December 2016. Bachelor of Science in Elementary Education.
Occupation: List past 3 and current employers and positions held.	Business Owner - Pawsitive Vibes Pet Care LLC Leasing Consultant - Greystar Elementary School Teacher - Union County Public Schools
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	I volunteer with the Humane Society of Union County, am a member of their Fundraising Committee, and am currently the Board Secretary.
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	In my role as Board Secretary for the Union County Humane Society I've gained hands-on experience with nonprofit governance and board operations. I regularly support meetings, maintain accurate records, assist with policy review, and help with long-term planning efforts. Additionally, in my role as pet care business owner, I've developed a strong understanding of animal welfare issues and the needs of our local community which I believe would be valuable in supporting the work of the Monroe Animal Welfare Committee.
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	I work closely with board members, volunteers, donors, pet sitting clients, and community partners to promote animal welfare and responsible pet ownership. This includes educating others on the importance of spaying and neutering and supporting humane treatment of animals. I also own and operate a fully insured business, which reflects my commitment to accountability, organization, and serving the community.
Please explain your interest in serving on the above named Committee/Board.	I am interested in serving on the Monroe Animal Welfare Committee because I care deeply about the well-being of animals in our community and believe that policy and collaboration can make a meaningful difference. Through my work with the Humane Society of Union County, I've seen firsthand the impact that education, teamwork, and responsible decision-making can have on animal welfare in the community. I would be excited for the opportunity to contribute my experience, listen to community concerns, and support efforts

that help promote humane, responsible care for animals in Monroe.

Are you currently serving on any other appointed bodies? Yes

If yes, please list. Board Secretary for the Humane Society of Union County

Do you currently hold an elected office? No

Could any of your business or personal interests create a conflict (either real or perceived) if appointed? No

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction? No

Have you completed the City's Citizen's Academy? No

Have you ever been convicted of a crime other than minor traffic offenses? No

Submit Resume

Please attach a copy of your resume/curriculum vitae. [KaseyChampResume2026.pdf](#)

Please [contact Sherry Hicks for more information.](#)

I understand that this application will be kept in active status for one year from date of application.

I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Monroe from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any

information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I hereby acknowledge that this application and information provided herein may constitute a public record, pursuant to North Carolina's Public Records Law, NC.G.S. 132-1, et. seq., and as such, may be released in accordance with all applicable public record laws.

By signing and submitting this document, you agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b). I understand

Signature Kasey Champ

Date 1/14/2026

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Kasey Champ

3625 Allenby Place · Monroe, NC 28110
(704) 989-2461 · kphaves1993@gmail.com

PROFESSIONAL SUMMARY

Community-minded professional with nonprofit board leadership and hands-on animal care experience.

BOARD & COMMUNITY SERVICE

Union County Humane Society – Union County, NC
Board Secretary

- Support nonprofit governance through meeting management, accurate recordkeeping, and policy review
 - Maintain official board documentation to ensure transparency and accountability
-

PROFESSIONAL EXPERIENCE

Pawsitive Vibes Pet Care LLC – Monroe, NC
Owner / Professional Pet Sitter | April 2020 – Present

- Provide hands-on care for animals of varying breeds, ages, temperaments, and medical needs
- Operate a fully insured business, demonstrating professionalism, accountability, and risk management

Greystar Property Management – Charlotte, NC
Leasing Consultant | July 2020 – August 2021

Porter Ridge Elementary School – Indian Trail, NC
Elementary School Teacher (Grades 2–3) | August 2017 – November 2019

EDUCATION & CERTIFICATION

Wingate University – Wingate, NC
Bachelor of Science in Elementary Education, December 2016
North Carolina Professional Educator License (Grades K–6)

Sherry Hicks

From: noreply@civicplus.com
Sent: Friday, February 27, 2026 6:24 AM
To: Sherry Hicks; Bridgette Robinson
Subject: Online Form Submittal: Committee Application

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Committee Application

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Fill out this form to apply for consideration to be on one of Monroe's committees or boards.

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[Contact Sherry Hicks for more information.](#)

Committee/Board Seeking Appointment	Board of Adjustment
Applicant's Name	Kevin Secrest
Street Address	4621 Secrest Shortcut Rd
City	Monroe
State	NC
Postal / ZipCode	28110
Applicant's Email	secrestkevin@gmail.com
Applicant's Phone	954-224-8484
Residency Information	City
Are you a US citizen?	Yes

Have you attended any meetings of the Committee/Board of interest?	Yes
List dates of meeting(s) attended of the Committee/Board of interest.	2/26/2026
Education: List schools, dates attended, degrees obtained.	Bachelor of Science in Business with emphasis in Accounting
Occupation: List past 3 and current employers and positions held.	Sears 1986-1994, Sharon Luggage and Gifts 1994-1999, Allstate Insurance Jones Insurance Group 1999-2010, Charlotte Pipe and Foundry Current
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	I did go through Leadership Union in 2004
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	Experience in retail, insurance and manufacturing for a combined 30 years
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	I am detail oriented with a desire to understand the issues that our city faces to create a secure and prosperous future
Please explain your interest in serving on the above named Committee/Board.	I love the City of Monroe. I come from a long and strong family that has helped build Monroe since its founding. I want to help to shape the city and help to continue its growth for future generations. I want to be more involved in civic duties and get to know the city and its people better.
Are you currently serving on any other appointed bodies?	No
Do you currently hold an elected office?	No
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction? No

Have you completed the City's Citizen's Academy? No

Have you ever been convicted of a crime other than minor traffic offenses? No

Submit Resume

Please attach a copy of your resume/curriculum vitae. Kevin Secrest resume.pdf

Please contact Sherry Hicks for more information.

I understand that this application will be kept in active status for one year from date of application.

I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Monroe from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I hereby acknowledge that this application and information provided herein may constitute a public record, pursuant to North Carolina's Public Records Law, NC.G.S. 132-1, et. seq., and as such, may be released in accordance with all applicable public record laws.

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Signature

Kevin Secret

Date

2/27/2026

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Kevin Secret

Contact Information

4621 Secret Shortcut Rd

Monroe, NC 28110

954-224-8484 secretkevin@gmail.com

Professional Objective

Dedicated professional with over 30 years of experience in retail, insurance, and manufacturing sectors, seeking to transition into governmental operations for the City of Monroe. Committed to protecting and growing the city for its citizens through effective policy implementation, community engagement, and operational efficiency.

Professional Experience

Charlotte Pipe and Foundry

Monroe, NC

2014 – Present

- Contributed to manufacturing operations in a leading pipe and foundry company, focusing on production efficiency, quality control, and team collaboration.
- Supported daily operations in a fast-paced environment, ensuring compliance with industry standards and safety protocols.

Allstate Insurance, Jones Insurance Group, Inc.

1999 – 2010

- Provided insurance services, including policy sales, customer consultations, and claims processing for a regional agency.
- Built and maintained client relationships, offering tailored insurance solutions to meet individual and business needs.
- Handled administrative tasks, risk assessments, and compliance with insurance regulations.

Sharon Luggage and Gifts

1994 – 1999

- Managed retail operations in a specialty store, overseeing inventory, sales, and customer service.
- Assisted in merchandising, purchasing, and store management to drive sales and customer satisfaction.

Sears

1986 – 1994

- Worked in various retail roles, including sales, customer service, and inventory management in a major department store chain.
- Developed skills in product knowledge, team coordination, and handling high-volume customer interactions.

Education

Bachelor of Science in Business
Wingate University, Wingate, NC
Graduated 1994

Skills

- Strong organizational and communication skills
- Experience in customer service and team leadership
- Knowledge of business operations and compliance

Sherry Hicks

From: noreply@civicplus.com
Sent: Monday, February 9, 2026 10:12 PM
To: Sherry Hicks; Bridgette Robinson
Subject: Online Form Submittal: Committee Application

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Contact Sherry Hicks for more information.

Committee/Board Seeking Appointment	Monroe Historic District Commission
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Applicant's Name	William Heidtmann
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Street Address	211 Maurice St.
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City	Monroe
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State	NC
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Postal / ZipCode	28112
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Applicant's Email	wpheidtmann@gmail.com
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Applicant's Phone	336-486-9678
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Residency Information	City
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Are you a US citizen?	Yes
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Have you attended any meetings of the Committee/Board of interest?	Yes
List dates of meeting(s) attended of the Committee/Board of interest.	10/13/2025, 02/09/2026
Education: List schools, dates attended, degrees obtained.	University of North Carolina at Charlotte (2016-2020): B.S. in Mechanical Engineering, Minor in Mathematics, Concentration in Energy Engineering University of North Carolina at Charlotte (2022-2023): Graduate Certificate in Applied Energy
Occupation: List past 3 and current employers and positions held.	hep Solar (2022-present): Solar Design Engineer Leidos (2021-2022): Associate Distribution Engineer Pike Telecom Renewables (2020-2021): CADD Technician University of North Carolina at Charlotte (2019-2020): Resident Advisor (RA)
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	None
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	-Several years of editing the newsletter of Willow Run Neighborhood in Lewisville, NC -3D & 2D Design Modelling Experience
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	-Materials Science Engineering Experience -NEC (National Electric Code)/NESC (National Electric Safety Code) Experience -Residential/Commercial Energy Efficiency Improvement Experience
Please explain your interest in serving on the above named Committee/Board.	Since moving to the historic district 5 years ago (and purchasing property in 2022), I have witnessed firsthand the incredible growth and rejuvenation of the district. With more people and families moving into these historic homes, I feel that it is important to blend the customization of people's property with the heritage of the homes in the district, and make the process for renovating and revitalizing these homes a seamless process, while not losing the integrity of the history of the neighborhood. Recognizing the nature of historic structures' character, while also allowing them to be updated for safety and value will allow our district to continue seeing growth, while remaining a contiguous historic fixture of the city.

Are you currently serving on any other appointed bodies? No

Do you currently hold an elected office? No

Could any of your business or personal interests create a conflict (either real or perceived) if appointed? No

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction? No

Have you completed the City's Citizen's Academy? No

Have you ever been convicted of a crime other than minor traffic offenses? No

Submit Resume

Please attach a copy of your resume/curriculum vitae. [Heidtmann Resume_02-26.pdf](#)

Please contact Sherry Hicks for more information.

I understand that this application will be kept in active status for one year from date of application.

I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Monroe from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I hereby acknowledge that this application and information provided herein may constitute a public record, pursuant to North

Carolina's Public Records Law, NC.G.S. 132-1, et. seq., and as such, may be released in accordance with all applicable public record laws.

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Signature William Heidtmann

Date 2/9/2026

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William Heidtmann

Monroe, NC / www.linkedin.com/in/william-heidtmann/

EDUCATION

University of North Carolina at Charlotte

Graduation: May 2023

- Graduate Certificate, Applied Energy
- Cumulative GPA: 4.00

University of North Carolina at Charlotte

Graduation: May 2020

- Bachelor of Science, Mechanical Engineering
- Minor: Mathematics
- Concentration: Energy Engineering
- Cumulative GPA: 3.68

EXPERIENCE

- Solar Design Engineer, hep Energy USA Development, Huntersville, NC *September 2022-present*
 - Utilizing engineering software in the design, layout, permitting, IX, and background of PV projects
 - Performing due diligence on acquisitions and coordinating with external engineering firms when needed
 - Running simulations on proposed and existing PV facilities to determine performance
- Associate Distribution Engineer, Leidos, Charlotte, NC (first 9 mo. - Actalent) *March 2021-September 2022*
 - Utilized CAD drafting software to design multi-phase power delivery networks
 - Used in-house software and design knowledge to perform QA/QC checks/challenges
 - Designed and coded new softwares to increase efficiency/automation of design systems
 - Coordinated documents for DOT/Railroad permits and company-developed process guides
- CADD Technician, Pike Telecom & Renewables, Charlotte, NC (first 4 mo.-The Select Group) *August 2020-February 2021*
 - Utilized CAD drafting software to design fiber-optic telecommunications networks
 - Synthesized fielding and existing telecom layouts to ensure project progression
 - Coordinated documents for projects including ROW permitting, standardized utility coordination, pole work, and anchor/guy updates.
- Nanotechnology Research Assistant, Egusa Laboratory, Charlotte, NC *January 2019-December 2019*
 - Performed individual research and synthesis of energy-related nanotechnology and assisted project leader in nanoparticle engineering
- Technical Services Intern, Ametek - CSI, Pineville, NC *January 2018-May 2018*
 - Performed research and hands-on testing to aid individual and group projects and provided technical drawings for development

PROJECTS

- EPRI Wind Turbine - Senior Design Project *August 2019-May 2020*
 - Acted as CAD modelling lead and overall team lead/industry liaison in designing and manufacturing a scaled wind turbine for wind tunnel analysis and study. Overall result was complete 3D model design with accompanying dimensioned technical drawings, along with a completed prototype and design package.
- Robotics Design and Construction - Junior Design Project *January 2019-April 2019*
 - Assisted with 3D modelling and performed mechanical analysis and magnetic force calculations to design and construct a robotic vehicle. Overall result was a tested prototype which achieved first place among several competing teams.

TECHNICAL SKILLS

- Proficiency in Microsoft Outlook, Word, Excel (moderate proficiency in VBA coding), Powerpoint, Project, Teams & Visio
- Proficiency in PVsyst, PVcase, AutoCAD, BricsCAD, VirtoCAD, and Bentley/Microstation 2D drafting software
- Moderate proficiency in Creo, SolidWorks, and Inventor 3D modeling
- Other software experience includes GIS Mapping, Abaqus (FEA), LabView, MATLAB, MathCAD, and HTML coding
- Experience with arc welding, soldering, lathe/mill operation, X-ray diffraction, and advanced chemical laboratory procedures

Sherry Hicks

From: noreply@civicplus.com
Sent: Sunday, December 7, 2025 10:25 PM
To: Sherry Hicks; Bridgette Robinson
Subject: Online Form Submittal: Committee Application

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[Contact Sherry Hicks for more information.](#)

Committee/Board Seeking Appointment	Monroe Historic District Commission
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Applicant's Name	Natasha Higgins
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Street Address	202 N Crawford St
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City	Monroe
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State	NC
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Postal / ZipCode	28112
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Applicant's Email	higgins.natasha@gmail.com
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Applicant's Phone	8288171542
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Residency Information	City
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Are you a US citizen?	Yes
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Have you attended any meetings of the Committee/Board of interest?	Yes
List dates of meeting(s) attended of the Committee/Board of interest.	This year, I attended numerous meetings. In the Fall, I was part of the citizen academy, so I could not attend regularly due to meetings being held at the same time.
Education: List schools, dates attended, degrees obtained.	ECU, 2018-2020, Master of Library Science (MLS) ASU, 2000-2004, BS-Political Science
Occupation: List past 3 and current employers and positions held.	Union County Public School-Elementary School Librarian, Middle School Social Studies Teacher Lake Lure Classical Academy-Middle School Social Studies Teacher Mast General Store-Retail Associate
Please list civic and fraternal organizations in which you participate in Monroe/Union County.	Completed this year's Citizen Academy
Business and civic experience/skills relevant to the Committee/Board seeking appointment:	Updating my personal home in the historic district, taught history for nine years
Areas of expertise/special skills relevant to the Committee/Board seeking appointment:	Updating my personal home in the historic district, taught history for nine years
Please explain your interest in serving on the above named Committee/Board.	I currently reside in the historic district. I'd love to see a voice of reason on the board. One that helps the homeowner restore their homes, not crush their dreams or demean them for what their budget allows.
Are you currently serving on any other appointed bodies?	No
Do you currently hold an elected office?	No
Could any of your business or personal interests create a conflict (either real or perceived) if appointed?	No

Has any formal charge of professional misconduct ever been sustained against you in any jurisdiction? No

Have you completed the City's Citizen's Academy? Yes

If yes, when did you complete the academy? 2025

Have you ever been convicted of a crime other than minor traffic offenses? No

Submit Resume

Please attach a copy of your resume/curriculum vitae. [HigginsNatashaResume.pdf](#)

Please [contact Sherry Hicks for more information.](#)

I understand that this application will be kept in active status for one year from date of application.

I certify that the information provided in this application is true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all information contained herein. I further authorize all persons having information concerning my qualifications to release information to city representatives and release such persons from all liability for any damages connected with the release of such information. I also release and discharge the City of Monroe from any claims and damages, losses, liabilities, costs, expenses or any other charges or complaints arising out of the City's use of any information provided pursuant to this release. I understand and agree that any misstatement will be cause for my removal from any board or committee. By submitting this application, I agree to adhere to all city policies pertaining to boards and commissions, including attendance. I hereby acknowledge that this application and information provided herein may constitute a public record, pursuant to North Carolina's Public Records Law, NC.G.S. 132-1, et. seq., and as such, may be released in accordance with all applicable public record laws.

By signing and submitting this document, you agree that all signatures where required may be Electronically Signed by I understand

Natasha Higgins
Cell 828-817-1542
higgins.natasha@gmail.com
202 N. Crawford Street Monroe, NC 28112

Education

East Carolina University, Greenville, NC December 2020

- Master of Library Science Degree Program
- Cumulative GPA: 4.0

University of North Carolina at Asheville, Asheville, NC December 2008

- North Carolina Teaching Licensure Program Licensed in Language Arts and Social Studies (Grades 6-9) and Social Studies (Grades 9-12)
- Cumulative GPA: 2.79

Appalachian State University, Boone, NC May 2004

- Bachelor of Science in Political Science-American Government with Criminal Justice Minor
- Cumulative GPA: 2.61

Teaching and Related Experience

Media Specialist/Testing Coordinator, New Salem Elementary School, Marshville, NC August 2019-Present

- Instructed students in kindergarten through fifth grade in ALA and ITSE standards.
- Assisted in technology repairs and updates as needed.
- Updated the school's social media and website with events and pictures throughout the year.
- Assisting in covering classrooms and the front office as needed.
- Hosted two book fairs a year to raise money for the library.
- Served as the Battle of the Book coach, Girls on the Run coach, Yearbook creation, School Improvement Team, Sunshine Committee, and the Professional Advisory Council representative.
- Testing coordinator:
 - Organized testing materials, room placements, and attending training for numerous state tests.
 - Trained staff members to facilitate numerous state tests.

Middle Grades Teacher, Union County Public Schools, NC August 2014-August 2019

- Instructed students in the sixth, seventh, and eighth grade North Carolina Social Studies and Language Arts core curriculum.
- Designed and implemented standards-based and developmentally appropriate instruction to ensure

meeting all individual student needs.

- Collaborated with faculty members daily, attended all staff meetings, and participated in all school-sponsored activities and professional learning communities including MTSS, GRR Model and UPCS Model Teacher program.
- Served as a co-sponsor for the school's Girls on the Run/Heart and Sole running club, Student Council, and served as a PBIS Committee Member.
- Served on Globalization Committee-working to ensure our students were receiving a global perspective of the world and co-organizing our annual Globalization Festival.
- Chaperoned Eighth Grade overnight field trip to the Outer Banks

5th-9th Grade Teacher, Lake Lure Classical Academy, Lake Lure, NC August 2010-July 2014

- Instructed students in the fifth through ninth grade North Carolina Social Studies core curriculum, along with the Core Knowledge curriculum for each grade level.
- Designed and implemented standards-based and developmentally appropriate instruction to ensure meeting all individual student needs.
- Collaborated with faculty members daily, attended all staff meetings, and participated in all school-sponsored activities.
- Served as a co-sponsor for the school's running club.
- Served on the School Improvement Team and as Teacher Representative to the School Board, 2013-2014.
- Co-sponsor of the school's theatre program.

Retail Experience

Sales Associate, Mast General Store, Hendersonville, NC July 2005-September 2014

- Assisted customers in purchases.
- Designed display for new items and sale items to promote sales.
- Assisted with opening and closing procedures of the cash register.
- Attended product training and staff meetings.
- Experience in four different areas of the store: Fashion, Outdoors, Mercantile, and Candy.

Computer Skills

- Proficient with Microsoft Word, PowerPoint, Canva, and Google Applications