

Neville Boone

A willing and capable candidate.

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My objective is to, enhance and implement a level of professionalism into the work environment, while working as a team player, to advance the goals and objectives of the business. I am determined and ready to venture out into a new career, I am willing to work as hard as necessary to achieve goals and to improve my working environment.

Work Experience

Educational Leader Internship

Georgetown County School District - Pawleys Island, SC

August 2023 to Present

Assist in the administration of the daily organization of the school scheduling, teacher assignments, and extracurricular activities.

Participate in the development and evaluation of educational programs.

Provide appropriate time, resources, and materials to support staff in accomplishing educational goals.

Facilitate the use of technology in the teaching/learning process.

Perform administrative and instructional functions as assigned by principal.

Attend IEP meeting and makes decisions based on student needs.

Assist in maintaining discipline throughout the campus and deal with special cases, as necessary, in accordance with district policies.

Promote a positive, caring climate for learning.

Deal sensitively and fairly with persons from diverse cultural backgrounds.

Employ effective interpersonal skills.

Regular attendance; willing and able to report to work at designated site on a regular daily basis according to established work schedule.

Participate in collaborative processes to develop campus improvement plans with parents, staff and community members.

Assess and respond to needs related to job responsibilities.

Assist principal in interviewing, selecting and orienting new staff.

Assist in the requisition and coordination of textbooks; conduct inventories; maintain records; and verify receipt of textbooks and related materials.

Coordinate transportation, cafeteria, and other support services.

Implement policies established by federal and state law, State Board of Education rules, and the local board.

Coordinate and provide adequate supervision of students during non- instructional periods.

Provide input to develop a student management system that results in positive student behavior.

Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.

Present for students a positive role model that supports the mission of the school district.

Take the initiative to develop needed professional skills appropriate to job assignment.

Regular attendance; must be willing and able to report to work at designated site on a regular daily basis according to established work schedule.

Demonstrate behavior that is professional, ethical, and responsible.

Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.

Use appropriate and effective techniques for community and parent involvement.

Manage specifically assigned areas of responsibility effectively (i.e. textbooks, special events).

Perform other duties and responsibilities as assigned by the principal.

Fundamentals of Computing Business Education Teacher

Waccamaw Middle School - Pawleys Island, SC

January 2022 to Present

- Provide and create enriched curriculum and lessons for fundamentals of computing.
- Plan, prepare and deliver instructional activities that facilitate active learning experiences.
- Develop lesson plans.
- Establish and communicate clear objectives for all learning activities while preparing classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and utilize different instructional resources and methods to support the learning needs of students at varying levels of progress.
- Instruct and monitor students in the use of learning materials and equipment.
- Provide for the care and protection of school property.

- Use relevant technology to support instruction.
- Observe and evaluate student performance and development.
- Assign and grade class work, homework, tests, and assignments as appropriate.
- Plan curriculum instructions for student centered learning and development.
- Testing administratively certified
- Vice-chairman of School improvement Committee
- Assist Chairman in implementation of school improvement programs and activities;
- Monitor and report on progress toward improvement goals in the annual SIC Report to the Parents and with the principal in the narrative to the SC School Report Card;
- Provide assistance as requested by the principal.
- Take responsibility for coordinating events and co-extracurriculum services as directed.
- Model professionalism, integrity with coworkers, students, parents and the community.
- Follow district policies and administrative rules and regulations as well as state and federal laws and regulations.
- Helped school improve on the state academic report card from less than average to excellent rating.
- First place Tech Fair Winner for 2023 <https://bit.ly/2023TechFair>
- Implemented behavior modification and modeling of employability skills with students
- Organized a Black River canoeing trip for students. Candidate gave tasks to students and colleagues which included counting students, clean up of area and making sure all students going had permission slips signed. Candidate tasks colleagues with the implementation of modeling employability skills, teamwork and safety.
- Mentor and provide assistance and support to colleagues
- Organized a Black History month assembly. Candidate gave task to colleagues, and made closing remarks.
- Organized a personal finance seminar with a guest speaker for the 8th grade students and gave educators tasks to help keep students engaged. Candidate allowed colleagues to implement redirection skills and help students stay on tasks. Candidate dismissed all classes in an organized fashion and provided support to colleagues when needed.
- Assist principal by conduct follett inventory check in and check out for all teachers and student textbooks.
- Assist principal in locker check, organizing and assignment.
- Attend meetings, take notes and fill in for Department chairperson.
- Sitting in meeting with principal and take minutes, meeting notes, and observation of circumstances.
- Invited and participated in the hiring process of colleagues with principal and lead human resource department chairperson.
- Stop the bleed certified.

CTAE High School Business Education Teacher

Savannah Chatham County Public School System - Savannah, GA

June 2020 to December 2021

- CTAE Dynamic Teacher of 2021
- Member of the PBIS intervention team.
- Provide and create enriched curriculum and lessons for entrepreneurship, business law, and introduction to business technology.
- Plan, prepare and deliver instructional activities that facilitate active learning experiences.
- Develop lesson plans.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.

- Provide a variety of learning materials and resources for use in educational activities.
- Identify and utilize different instructional resources and methods to support the learning needs of students at varying levels of progress.
- Instruct and monitor students in the use of learning materials and equipment.
- Provide for the care and protection of school property.
- Use relevant technology to support instruction.
- Observe and evaluate student performance and development.
- Assign and grade class work, homework, tests, and assignments as appropriate.
- Plan curriculum instructions for student centered learning and development
- Taught behavior interventions PBIS Tier 1
- Model PBIS 1,2,3 behaviors and taught soft skills for socio-emotional learning and development
- Apart of the school PBIS intervention and strategy team
- Strong organizational, communication, and interpersonal skill
- Working knowledge of curriculum and instruction and depth of knowledge skills and strategies.
- Taught entrepreneurship, business law, and introduction to business technology
- Supported and mentored new teacher's with lesson plans, classroom management and curriculum strategies.
- Department Chair of the CTAE Business Department
- Certified in Mindset De-Escalation hands on strategies
- Data team member
- Monthly (RTI meetings). Response to interventions.

Middle School Business Education Teacher (CTE)

Myers Middle School-Savannah Chatham County Public School System - Savannah, GA

January 2020 to June 2020

- Candidate taught lessons on Keyboarding, Soft Skills, Personal Finance, Career Development, Microsoft Word, Excel and PowerPoint. Candidate also incorporated lessons on stress management, positive coping mechanisms with on the job and school stress. Candidate focused on Entrepreneurship, Savings, Marketing, Bankruptcy and more. Candidate also included cross curriculum studies on mathematics with Personal Finance,
- Plan, prepare and deliver instructional activities that facilitate active learning experiences.
- Develop lesson plans.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and utilize different instructional resources and methods to support the learning needs of students at varying levels of progress.
- Instruct and monitor students in the use of learning materials and equipment.
- Provide for the care and protection of school property.
- Use relevant technology to support instruction.
- Observe and evaluate student performance and development.
- Assign and grade class work, homework, tests, and assignments as appropriate.

Site Director

Boys & Girls Clubs of America - Sneadsferry nc

August 2016 to August 2019

The Site Director is responsible for the overseeing of operations and programs for a Club or branch within a multi-unit organization in conjunction with the Unit Director; provide leadership and supervision to

program and volunteer staff; manage budgets and control expenses as assigned. As well as overseeing the planning, development, and evaluation of a broad range of programs for youth between the ages of 5 and 18.

- Management of Club operations
- Knowledge of youth development principles of youth ages 5-18
- Knowledge of information management systems
- Recruitment, selection, development, management and evaluation of staff
- Program planning, development, implementation and evaluation
- Group leadership skills
- Understanding of Group Dynamics
- Sensitivity to the needs of the families and local community
- Ability to handle confidential information
- Knowledge of Boys & Girls Clubs of America National Programs
- Understanding of Human Resource principles
- Crisis Management during mad after the aftermath of Hurricane Florence
- Implemented a school environment where lessons were taught for 7 different age groups daily.
- Made the local news for establishing and implementing a school environment when schools were closed for two months.
- <https://wcti12.com/weather/hurricane-stories/sneads-ferry-groups-work-to-help-with-free-childcare-during-hurricane-cleanup>

Internship Business Education Teacher

Croatan High School - Havelock, NC

January 2017 to June 2017

- The candidate above was tasked with teaching guided lessons on PowerPoint, Microsoft word and soft skills.
- Candidate contributed to and created lesson plans to enhance learning.
- Candidate video record and upload videos on YouTube of some activities and lecterns performed.

Teacher Certification

Teach now - Washington City, DC

June 2016 to June 2017

- I worked closely with assigned lead teachers in the daily planning and implementing of lesson plans in morning academic core classes in (Business Education and Microsoft Word).
- This may involve assisting small groups of students, correcting homework, occasionally leading lessons,
- preparing materials, and other teaching related duties

Mixer Operator / Plant Manager in Training

S&W Concrete - Holly Ridge, NC

September 2015 to January 2016

Responsibilities

Candidate was learning/training on how to run a concrete plant,

Delivery of concrete to various job sites,

Determine the slump of concrete,

Determine water percentage,

Fill acid levels for all drivers,

Wash down plant for all drivers,

Skills Used

Initiative taken when filling acid levels for the advancement of operations
Follow directions when cleaning dust collector,
Figure out job sites on uncharted territories.
Work until work is done.

Company Driver

Swift Transportation - Richmond, VA
June 2015 to July 2015

- Otr driver, pick up and deliver freight to various customers.
- On time deliveries to every customer.

Skills Used

- Patience, customer friendly attitude.

Driver

great gas and oil company - Jacksonville, NC
May 2015 to June 2015

Responsibilities

Deposit various types of fuel oil to companies,
Deliver propane gas to companies,
Collect measurements, collect tickets, formulate the total cost of product for customer.

Office Assistant

Century 21 - Jacksonville, NC
January 2012 to January 2015

- Organizing financial information; scheduling expenditures; analyzing variances; implementing corrective actions.
- Maintains facilities by planning space allocations, layouts, and floor moves; arranging for and supervising building maintenance.
- Maintains records by defining procedures for retention, protection, retrieval, transfer and disposal of records.
- Maintains equipment by planning equipment procurement and maintenance; evaluating products, service, and warranties.
- Maintains building services by identifying, selecting, and monitoring vendors.
- Accomplishes project results by communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction; updating media plans.
- Prepares reports by collecting, analyzing, and summarizing operational data and trends.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

Bus Driver

Horizon Coach Lines - Jacksonville, NC

January 2008 to January 2012

For four continuous years, the candidate have worked in the area of transportation. Transportation duties included, Transporting passengers to various locations across the country, providing a level of consistency and professionalism throughout the organization, chartered and provided exemplary customers service.

Duties

Bus drivers typically do the following:

- Check the bus tires, lights, and oil and do other basic maintenance
- Keep the bus clean and presentable to the public
- Pick up and drop off passengers at designated locations
- Follow a planned route according to a time schedule
- Help disabled passengers get on and off the bus
- Obey traffic laws and state and federal transit regulations
- Follow procedures to make sure they and all passengers are safe
- Keep passengers informed of possible delays

Marine 3051 Supply Clerk

2nd Maintenance Company - Jacksonville, NC

November 2001 to July 2003

United States Marine Corps 3051

11/01- 7/03

Maintained inventory of all Humvee, chopper and motorcycle parts,

Kept daily records of all inventory, duties include inputting and delivery of all expenditures,

Keeping records of all profit and loss inventory.

Trained for combat readiness

Assistant Manager

Madison Avenue Pharmacy - New York, NY

May 1998 to October 2001

5/98- 10/01

The job duties of a pharmacy assistant includes operating the cash register, handling money transactions, answering phone calls, and doing clerical work in the pharmacy. Pharmacy assistants also assist licensed pharmacists with selling and preparing medication to patients in retail pharmacy drugstores.

Education

Doctoral Degree in Education Administration and Supervision

Liberty University - Lynchburg, VA

August 2020 to Present

Masters of Arts in Educational Leadership

Concordia University - Portland, OR

January 2014 to July 2015

Bachelorette in Organizational Management

Ashford University

Associate of Arts in Arts

Coastal Carolina Community College - Jacksonville, NC

Skills

- Early Childhood
- Child Development
- Child Care
- Teaching
- Public Speaking
- Crisis Management
- Classroom Management
- Bus Driving
- Media Planning
- Problem-solving
- Flexibility
- Team Work
- Reliability
- Lesson planning
- Commercial driving
- Plant management
- School bus driving
- Leadership
- Classroom management
- Teaching
- Recruiting
- Mentoring
- Lesson planning
- Supervising experience
- Communication skills
- Microsoft Office
- Management
- Education administration
- Administrative experience
- School experience
- Organizational skills
- Classroom experience
- Working with people with developmental disabilities
- Computer skills

Military Service

Branch: United States Marine Corps

Rank: PFC

Awards

Omega Nu Lambda

April 2022

Omega Nu Lambda National Honor Society Liberty University, Alpha Chapter.

Certifications and Licenses

Teacher License

November 2019 to November 2023

Teacher License (CTE) Business Education

Class B CDL

CDL Class A or B

Principal Certification

October 2023 to Present

Praxis 6990 principal examination

Teaching Certification

Assessments

High school classroom management — Proficient

November 2019

Minimizing classroom disruption and engaging students

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

I'm a very hard worker, great listener easy to work with, I also know when to take the initiative as well as when to work as a team player. I thrive in a team building environment.