

Emma Guttchen

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Educational Experience

Preschool Paraprofessional, Meadows Elementary, North Thurston Public Schools March 2022-present

- Work with preschool students one-on-one and in small groups to provide targeted support and instruction.
- Assist classroom teacher with goal setting and learning plans for students.
- Lead games, songs, and read alouds with students.

Homework Help Lead Tutor, Hennepin County Library, Minneapolis, MN Jan. 2018- Sept 2021

- Plan, lead, and teach students from kindergarten to high school in an after school drop in tutoring program
- Develop unique and personalized strategies to support a wide range of student abilities and interests.
- Manage and supervise volunteer tutors.
- Track attendance data and submit monthly reports.

Scholar Squad Family Liaison, Reading and Math, Inc, Minneapolis, MN Jan. 2021- June 2021

- Served as the first point of contact for families requesting free online tutoring.
- Conducted initial family consultations and referrals for a free online tutoring program.
- Collaborated with families, school staff, and volunteer tutors to create a positive tutoring experience.
- Tracked family data in multiple online systems.

Chromebook Education Assistant, Robbinsdale Middle School, Robbinsdale, MN Nov. 2017- June 2018

- Manage a circulation desk, using Destiny to check out and search for books and other resources.
- Provide basic technology support and repairs to staff and students
- Work with staff and families to ensure each student has the resources they need to be successful.
- Build relationships with students and use these relationships to help students to find materials.

Preschool Teacher, YMCA of the Greater Twin Cities, Minneapolis, MN July 2016- Nov. 2017

- Planned and taught a group of preschoolers in literacy, math, and social-emotional skills
- Developed and encouraged a classroom environment where each student feels welcomed and safe.
- Planned and implemented instructional strategies tailored to students with a variety of learning styles.
- Created and led themed weekly read-aloud books and other literacy interventions.

Reading Corps Scholar Coach, Nellie Stone Johnson School, Minneapolis, MN Aug. 2015- June 2016

- Created and taught fun, meaningful, and relevant literacy interventions for students below grade level.
- Built relationships of mutual respect with students and used these bonds to help students succeed.
- Documented and entered data on student progress in online Americorps database.

Other Experience

Bookseller, Browsers Bookshop, Olympia, WA April 2022- present

- Recommend and sell books at a small local bookstore.
- Use specialized book selling software to ring out customers, special order books, and track purchases.
- Provide reader's advisory for customers of all ages and with a wide range of interests.

Elections Clerk, City of Minneapolis, Minneapolis, MN Sept. 2020- Nov. 2020 and Sept. 2021-Nov. 2021

- Process voters accurately and efficiently in voter registration software in an Early Vote Center.
- Explain election policies and procedures to voters in a clear and concise manner.
- Tabulated multiple races for the Minneapolis ranked choice municipal election using Excel.
- Assist with an official recount of a City Council race.

Education

Beloit College, Beloit, Wisconsin. Bachelors of Arts in Sociology. May 2015
