

ALANA BURROW

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EXPERIENCE

July 2006-present Institute for Environmental Solutions (non-profit)
Administrative Director

- Assist in preparing project reports and budgets.
- Fundraising.
- Assist in writing and reviewing grant applications.
- Conference organization.
- Reconciling bank statements.
- Accounting and bookkeeping (using QuickBooks and Excel).

August 2008-current Silver Creek Elementary and Meridian Elementary
Kindergarten Teacher and Learning Specialist

- Kindergarten classroom teacher
- Assisted teachers with differentiating lessons and making appropriate accommodations and modifications.
- Assisted with piloting the new RtI problem-solving team. Facilitated problem-solving meetings for one of the vertical problem-solving teams.
- Planned and implemented math, reading, and writing lessons in a resource setting.
- Conducted observations.
- Created and implemented behavior contracts.
- Administered testing to determine student strengths and needs for educational planning purposes.
- Participated as one of the pilot schools to implement the new progress-monitoring system (utilizing AIMSWEB norms and other measures) for gap analysis of students in special education and in the problem-solving process. Administered benchmarking and progress-monitoring assessments. Collected data in student binders and recorded in Excel spreadsheets. Utilized data for educational planning, including lesson planning and writing appropriate goals and benchmarks.
- Participated and led IEP meetings.
- Proctored CSAP to students needing testing accommodations.
- Administered district assessments.

- Attended SSS Liaison Meetings as a school representative.
- Collaborated with general and special education staff, and parents, in planning appropriate instruction.

January 2008-May 2008 Tarver Elementary

Learning Specialist / Student Teacher

- Assisted teachers with differentiating instruction and making appropriate accommodations and modifications.
- Planned and implemented math, reading, and writing lessons in a resource setting.
- Participated and led IEP meetings.
- Participated in RTI meetings.
- Administered testing to determine student strengths and needs for educational planning purposes.
- Proctored CSAP.
- Collaborated with general and special education staff in planning appropriate instruction.
- Attended various staff training opportunities.

March 1996–October 2006 Mortgage Referral Service@EquityRelief.com
Denver, CO

President / Processing Manager

- Managed all day-to-day activities of a mortgage broker company.
- Managed contract processors and staff.
- Completed applications with clients, researched available loan products, ran loans DO, submitted loans for pre-approvals and complete packages for final underwriting.
- Processed loans from start to finish including analyzing credit, income, subject properties, collecting relevant documentation, and coordinating closings. Prepared loan packages for a wide range of residential mortgages.
- Managed all bookkeeping, deposits, and payroll.
- Completed monthly budgets and purchase of monthly advertising.
- Reviewed subject properties, comparables, and appraisals.
- Maintained high customer service / satisfaction and customer referrals through knowledge of products, attention to detail, and ability to complete deals quickly.

1994–1996 Kaleidoscope Korner Denver, CO

Lead Teacher, Denver Public Schools BASE Program

- Supervised assistant teachers and students.
- Planned and prepared daily lesson plans to include educational activities

- and crafts.
- Supervised field trips.
- Tutored students.

EDUCATION

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| 2008 | University of Northern Colorado | Greeley, CO |
| <ul style="list-style-type: none"> ■ M.A., Special Education Generalist, GPA 4.0 | | |
| 1996 | University of Colorado at Denver | Denver, CO |
| <ul style="list-style-type: none"> ■ B.A., Political Science, GPA 3.77 ■ Graduated <i>magna cum laude</i> and with honors / distinction. | | |
| 1994 | Front Range Community College | Westminster, CO |
| <ul style="list-style-type: none"> ■ A.A., Liberal Arts, GPA 3.87 | | |

PROFESSIONAL SKILLS AND LICENSES

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| 2008 | Initial Teacher License <i>Endorsements: Special Education Generalist, Special Education Specialist, Elementary Education</i> |
| 2007 | Passed PLACE Special Education Generalist Assessment |
| 1999 | Registered Real Estate Appraiser State of Colorado |
| 1996 | Passed PLACE Elementary Education Assessment |
| 1995 | Passed PLACE Basic Skills Assessment |
| 1995 | Passed PLACE Liberal Arts and Sciences Assessment |
| 1993 | Nursing Assistant certification |

COMPUTER SKILLS

MS Windows, Excel, Word, PowerPoint, Calyx Point, QuickBooks, ACT, ScholarsMart, ScholarsPlan.

AWARDS

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| 1995 | Certificate of Merit as Lead Teacher Kaleidoscope Korner |
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1994-1995

Rock Bottom Scholar, University of Colorado at Denver