

ALANA BURROW

Alana@i4es.org
(720) 382-9834

EXPERIENCE

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

Administrative Director

- Assist in preparing project reports and budgets
- Preparing fundraising mailings
- Maintain database of grant applications
- Conference organization
- Accounting and bookkeeping (using QuickBooks and Excel)
- Maintaining database of contacts
- Distribute quarterly electronic newsletter

August 2008-current Adams 12 Five Star Schools

Learning Specialist / Special Education Teacher

- Plan and teach math, reading, and writing lessons in a small group setting
- Assist teachers with differentiating lessons and making appropriate accommodations and modifications
- Sit on the MTSS problem-solving team
- Facilitate school's PBIS
- Conduct observations
- Create and implement behavior interventions
- Administer formal assessments to determine student strengths and needs for educational planning purposes
- Participate and lead IEP meetings
- Proctored CMAS to students needing testing accommodations
- Administer district assessments
- Collaborated with general and special education staff, and parents, in planning appropriate instruction
- Previously 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.

November 2007-November 2008 The Carole Kneeland project (non-profit)

Program Coordinator

- Maintaining donor database
- Conference organization
- Editing

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

2008 University of Northern Colorado Greeley, CO

- M.A., Special Education Generalist, GPA 4.0

1996 University of Colorado at Denver Denver, CO

- B.A., Political Science, GPA 3.77
- Graduated *magna cum laude* and with honors / distinction.

1994 Front Range Community College Westminster, CO

- A.A., Liberal Arts, GPA 3.87

PROFESSIONAL SKILLS AND LICENSES

2010	Professional Teacher License <i>Endorsements: Special Education Generalist, Special Education Specialist, Elementary Education</i>
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, Enrich, Google docs.

AWARDS

1995	Certificate of Merit as Lead Teacher Kaleidoscope Korner
1994-1995	Rock Bottom Scholar, University of Colorado at Denver