

Melanie B. Bergehagen

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EDUCATION

Bachelor of Science with majors in **Early Childhood and Elementary Education**
Emphasis in **Pre-Primary**

Minnesota State University Moorhead, Moorhead, MN

May 2008

CLASSROOM EXPERIENCE

2nd Grade Student Teaching, Rothsay Elementary, Rothsay, MN

Spring 2008

- Performed a variety of formal assessments on a student with special needs
- Developed and implemented a variety of cross curricular games
- Took on all teaching responsibilities and duties for four complete weeks.
- Designed & taught a variety of lessons for all learning styles
- Created and used a successful behavior management system

4th – 7th Grade Practicum, Spring Prairie Colony, Hawley, MN

Fall 2007

- Developed an integrated curriculum based on the solar system
- Made modifications and accommodations to challenge all grade levels
- Team taught for 5 afternoons in a multi-grade classroom

Preschool Student Teaching, YMCA, Fargo, ND

Summer 2007

- Created and carried out two week unit on birds
- Maintained daily communication with families
- Provided appropriate redirection and classroom management skills
- Lead daily circle time

Toddler Room Practicum, NDSU Center for Child Development, Fargo, ND

Fall 2006

- Comforted children as families left for work
- Taught lessons from all the developmental domains

Kindergarten Practicum, Robert Asp Elementary, Moorhead, MN

Spring 2006

- Taught lessons from a variety of curriculum areas
- Assisted teacher with classroom organization
- Completed a variety of informal math and reading assessments

Preschool Practicum, Great Beginnings Child Care, Moorhead, MN

Fall 2005

- Engaged in social activities with children
- Prepared a variety of hands-on lessons for the children
- Calmed preschoolers for rest time

5th Grade Practicum, Horace Mann, Fargo, ND

Spring 2003

- Provided students with a variety of Science lesson plans
- Assisted the classroom teacher in various tasks, such as working one on one with students and preparing lessons

**RELATED
EXPERIENCE**

- Preschool Teacher**, First Assembly of God Church, Fargo, ND Jan 2006 – Nov 2008
- Taught preschoolers during Sunday school every week
 - Established and taught Sunday School curriculum
- Big Brother Big Sister**, Madison Elementary, Fargo, ND Fall 2005 – Spring 2007
- Met with a young girl once a week to provide a stable, supportive, and caring role model
 - Played games, helped with school work, and was available for support
- Children's Hospital**, Merit Care Hospital, Fargo, ND Aug 2004 – Aug 2005
- Engaged with children during stay at hospital
 - Encountered children with many different medical conditions
- Perkin's Foster Home**, Bartow, FL Summers 1998 - 2002
- Helped care for and plan activities for children with special needs
 - Provided accommodations and modifications to children during activities

EMPLOYMENT

- Complex Coordinator**, MSUM Housing, Moorhead, MN Aug 2003 – May 2008
- Facilitated and directed two residents halls, and one apartment building
 - Supervised 12 Resident Assistants and 10 Office Assistants
 - Advised Hall Council & Apartment Association
 - Participated in staff recruitment, training, and scheduling
 - Oversaw all complex operations and lead weekly staff meetings
- Cheerleading Coach**, Fargo Public Schools, Fargo, ND Aug 2007 – January 2008
- Planned and coached 9th grade cheerleading squad of 12 girls
 - Implemented 9th grade cheerleading program at Fargo South High School
 - Assisted with organization and running Fall NDCCA Cheerleading Competition
- Site Supervisor**, Youth Commission, Moorhead, MN Aug 2006 – Sept 2007
- Coordinated activities for children of ages from 6 years to 12 years of age
 - Managed before and after school Kindergarten classroom staff & students
 - Supervised rules and safety policies for staff and children
 - Oversaw field trips and transfers to and from school
 - Established daily communication with parents and guardians
- Day Camp Counselor**, City of Bartow, Bartow, FL Summers 1998 - 2006
- Collaborated with other counselors to educate and empower children
 - Planned & directed activities for 40 children
 - Implemented lessons to educate children about community safety
 - Supervise & direct junior counselors.

SPECIAL SKILLS

- HTML Web Design
- SMART Technology
- Sign Language
- First Aid & CPR Certified
- Sexual Harassment Awareness and Prevention Certified
- AIDS Awareness Certified