

Maureen Higgins

365 Oswego Court, West New York, NJ
(201) 679-9699 maureen.higgins@gmail.com

EXPERIENCE

Revolution Prep

New York, NY

Director of Instruction (May-July 2012), Manager of Instruction (Jan 2011-May 2012),
Tutor (Aug 2010-Jan 2011)

Aug 2010- July 2012

Repeatedly recognized for top performance through promotions and selection for high-priority initiatives at largest national on-campus test prep provider

- Recruited, hired, trained and managed approximately 150 tutors and proctors in NY, NJ and Philadelphia.
- Designed and administered professional development based on instructor needs and trends, leading to an average student recommendation rate of 89% and a 95% teacher retention rate.
- Shaped strong relationships with over 70 partner schools through personalized workshops and strategic course staffing.
- Developed and executed smooth company-wide transition plan when Manager of Instruction role was eliminated. Trained 20-member retail team on product delivery, management skills, and company initiatives at weekly workshops.
- Launched Master Teacher leadership program to identify and develop top 30 instructors nationwide.
- Organized training for 300 college students in Ivy Summer Management program, with 100% rating their trainer an “A” or higher on post-training surveys.
- Constructed presentations and facilitated weekly workshops on college-admissions topics for groups of 20-100 students and parents at high schools across the New York Metro area.
- Provided exceptional test prep instruction to more than 200 students; increased student SAT scores by 300 points on average.

Jonas Bronck Academy / Teach For America

Bronx, NY

English as a Second Language (ESL) Teacher

2006 – 2010

Selected as one of 3,300 out of 19,000 applicants to serve in national teacher corps committed to teaching in under-resourced public schools and becoming life-long leaders to expand opportunities for all children

- Spearheaded first ESL program at small, public middle school for growing population of English Language Learners.
- Led Data Inquiry Team to identify and work to eliminate performance gaps, which resulted in “A” school rating on district progress report.
- Initiated and supervised school-wide, small-group enrichment program that led to 15% increase in student performance on state English Language Arts exams.
- Planned and delivered innovative ESL curriculum resulting in an average annual literacy growth of 1.75 grade levels.
- Instituted web-based data-collection and virtual faculty lounge to streamline communication and access to student data.
- Conceptualized and taught Journalism and Creative Writing courses to enrich school offerings for 120 students.
- Coordinated budget, scheduling, resource selection and test administration for ESL Department. Acquired high-interest digital audio books and additional bilingual materials for the school library.

Additional Roles: Data Specialist; School Leadership Team member; Core Curriculum Team Leader; Debate Team Moderator

North Star Academy Charter School

Newark, NJ

Summer Intern

2005

- Researched and developed assessments to monitor student performance towards success on SAT and NJ exams at nationally lauded urban charter school.
- Collaborated with 3 other summer interns to ensure exams were cohesive and carefully designed.
- Cooperated with administration to create assessments that closely matched the curriculum and students’ needs.

EDUCATION

Wellesley College

Wellesley, MA

Bachelor of Arts in Women’s Studies and Psychology

2002-2006

President (2005-2006) and Business Manager (2004-2005) of Wellesley Widows A Cappella
Women’s Studies Department Assistant, Davis Museum Security Guard
Selected for leadership ability to advise incoming students as First Year Mentor
2005 Tanner Conference Presenter, “Closing Achievement Gaps in Newark, NJ”

SKILLS and INTERESTS

Proficient in Microsoft Office Suite, PC and Mac platforms, Adobe Photoshop, Cisco WebEx and social media.
12 years of vocal experience, including choral, classical, and a cappella. Volunteer with local animal rescue group.