



## Gretchen Karl

8630-M Guilford Rd, #146, Columbia, MD 21046

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## Professional Experience

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- Jan 2005-Present** Virtual Assistant for Virtually Detailed  
8630-M Guilford Rd, #146, Columbia, MD 21046  
*Edit book, documents, publications and presentations. Internet research. Create html newsletters. Data entry and database management. Typing, creation and layout of documents. Travel arrangements.*
- Dec 2007-June 2008** Studio Manager for Art of Motion Dance Center  
11403 Cronhill Dr Suite D, Owings Mills, MD 21117  
*Provided new and current students with class information. Responsible for advertising programs at the studio. Responsible for creating, and editing monthly newsletter, and other administrative tasks.*
- Aug 2006-June 2007** Math Resource Teacher for Catherine T. Reed ES-PGCPS  
9501 Greenbelt Rd, Lanham, MD 20716  
*Worked with small groups of students aged K-6 with struggling math skills. Organized and maintained all math manipulatives for the school. Observed new teachers and demonstrated proper math lessons. Mentored new teachers.*
- Aug 2003- June 2006** Classroom Teacher for Catherine T. Reed ES-PGCPS  
9501 Greenbelt Rd, Lanham, MD 20716  
*Taught general education, with inclusion, in grades 1 and 3. Served as Grade level chairperson for two years. Represented the school on the Advisory Board to the CEO for the County for four years.*

## Education

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- 2000-2003** Bachelor of Science  
Towson University, Towson, MD
- 1998-2000** General Studies  
Anne Arundel Community College, Arnold, MD

## Achievements

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- Helped to organize a street festival in my community
- Supervised, and participated, in an after school program