



Theresa Hogan

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Professional Experience

Virtual Assistant

September 2008 - Present

Virtually Detailed, LLC, Columbia, MD

- Scheduling of appointments and meetings on behalf of clients
- Interact and liaise with client customers and stakeholders
- Support clients in day-to-day tasks and administrative needs
- Prepare filings, paperwork and materials for launch of new companies and closure/changes to existing companies
- Maintain and update company/client websites
- Design, edit and distribute e-newsletters
- Update and maintain mailing lists for clients
- Make travel arrangements
- Edit and proofread documents, websites, and marketing materials
- Assist clients with preparation for and management of special events
- Invoicing and bookkeeping for client accounts in QuickBooks and QuickBooks Online

Technology Integration Teacher- Chase Elementary School

August 2003 - June 2005

Baltimore Co. Public Schools, Baltimore, MD

- Facilitated Technology meetings with the Faculty
- Created a monthly Technology Tips Newsletter to the Faculty and Staff
- Created and maintained the school website
- Assisted teachers in creating their individual websites
- Worked with the faculty (3 year old program through grade 5, as well as the special areas- ie: physical education) to integrate technology into their curriculums and instruction
- Taught students, school-wide, technology skills
- Introduced technology for the first time to many students
- Aided in piloting the Baltimore County computerized report card system
- Attended voluntary technology training through the county to learn new software, programs and integration techniques

Fourth Grade Classroom Teacher- Chase Elementary School

August 2000 - June 2003

Baltimore Co. Public Schools, Baltimore, MD

- Taught and implemented the required Baltimore County curriculum to fourth grade students in the areas of reading, writing, science, social studies, and math
- Served as the Fourth Grade Chairperson/Team Leader
- Created classroom management strategies in order to facilitate behavior
- Developed age and level appropriate lessons daily that include a motivator, direct instruction, guided practice, and independent activities
- Included essential accommodations for diverse learners, in all content areas
- Assisted students educational success by holding tutoring sessions
- Mentored a kindergarten and fifth grade student to aid them in doing well both in, and out, of the classroom
- Provided emotional, physical and mental support to the students
- Attended both required, and optional, professional development activities to further my growth as a teacher
- Served as a member on the school's Safe and Orderly Committee, Social Committee, and the School Improvement Team
- Prepared and administered required standardized testing (CTBS)
- When departmentalized, raised all of 4th grade's test scores, the only increase that year, in English/Language Arts comprehension and knowledge on the CTBS test.
- Analyzed first grade CTBS scores and the school's referral data
- Planned and implemented field trips for the grade level
- Instructed students with Individual Education Plans (IEP) and 504 Plans
- Implemented the county's Gifted and Talented Curriculum

Education

Bachelor of Science/Psychology

1995-1999	Towson University	Towson, MD
Spring 1998	Australian National University	Canberra, Australia

- Dean's List

Master of Arts in Teaching

1999-2000	Towson University	Towson, MD
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- Maryland State certification in Elementary Education
- Dean's List
- Maryland HOPE Teacher Scholarship

References

References are available on request.