

CARLA MYSKO, B.A., B.Ed. *with Distinction*

Saskatoon, SK Canada

carlamysko@gmail.com

portfolio: www.carlamyskoteaches.weebly.com

HIGHLIGHTS OF QUALIFICATIONS

Academic Achievements

- Bachelor of Education with Distinction. Major: Drama. Minor: English. (Secondary Education)
- Bachelor of Arts. Major: Drama. Minor: English.
- Journalism and Desktop Publishing/Graphic Design diplomas.
- Basic First Aid, CPR, AED (Exp. 11/16).

Teaching Skills

- Motivational substitute teacher of: English*, Drama*, Art*, Social Studies/History, Native Studies, Psychology, EAL support*, Grades 5-8, and LAT. (* Denotes areas of strength and experience.)
- Encouraging teacher of acting skills for children ages 6-17.
- Goal oriented intern teaching of: English Language Arts 30, English Language Arts 6 (ESL), Art Education 30, Art Education 6, Life Transitions 10/20, and Career Counselling.

Technical Skills

- Persuasive creator of print media and visual presentations.
- Constructor of appealing websites, blogs, vodcasts, presentations, videos, and podcasts.
- Adaptable user of Apple and Windows platforms.
- Creative designer using graphics software, word programs, and spreadsheets.

Leadership Skills

- Presided on boards of directors of non-profit organizations including elected leadership roles.
- Represented staff as a considerate and constructive liaison.
- Managed workload and scheduling successfully, and demonstrated efficient time management.

Communication Skills

- Creative thinker with an excellent vocabulary and expressive qualities.
- Generated new ideas for effective internal and external communications.
- Demonstrated public speaking, speech, and monologue drafting abilities.
- Published writer of poetry, fiction, and journalism.
- Presented ideas and lessons with the enthusiasm befitting an educated actor and director.

EDUCATION

Bachelor of Education with Distinction; University of Saskatchewan; Saskatoon, SK	2014
<ul style="list-style-type: none">• Major: Drama. Minor: English. Arts Education coursework. (Secondary Education)<ul style="list-style-type: none">◦ Won the 2013 University of Saskatchewan Award for Arts Education.	
Bachelor of Education (Coursework); University of Alberta; Edmonton, AB	2012
<ul style="list-style-type: none">• Major: Drama. Minor: English. (Secondary Education)	
Bachelor of Arts; Concordia University of Edmonton; Edmonton, AB	2011
<ul style="list-style-type: none">• Major: Drama. Minor: English. Music coursework – specializing in Voice.<ul style="list-style-type: none">◦ Achieved Jason Lang Academic Scholarships in 2010 and 2011.◦ Won the 2011 Concordia Academic Award for Drama.	
Bachelor of Arts (Coursework); Athabasca University: Sherwood Park, AB	2012
Business Admin. Certificate (Coursework); University of Saskatchewan; Saskatoon, SK	2002
New Journalist Diploma; McKay Career Training; Saskatoon, SK	1991
<ul style="list-style-type: none">• Weekly newspaper journalism: writing, reporting, interview skills, research, and photography.	
Desktop Publishing/Graphic Arts Diploma; McKay Career Training; Saskatoon, SK	1992
<ul style="list-style-type: none">• Creation and design of media, printing, and advertisements.	
Bachelor of Arts (Coursework); University of Saskatchewan; Saskatoon, SK	1990

PROFESSIONAL DEVELOPMENT

Career Counselling Conference,	09/2013	Student Written Monologues,	08/2014
Assessment with Rick Gormelli,	10/2013	Beginning Teacher Conference,	10/2014
Literacy Team,	2013	Telling Stories – Families,	01/2013
SMARTBoard Level 1,	04/2014		

EMPLOYMENT HISTORY

Substitute Teacher; Greater Saskatoon Catholic Schools; Saskatoon, SK	January 2014 – Present
<ul style="list-style-type: none">• Taught students in Grades 6-12 primarily.• Instructed students in EAL, English, Drama, Art, History, Psychology, and Photography.	
Substitute Teacher; Prairie Spirit School Division; Warman, SK	January 2014 – Present
<ul style="list-style-type: none">• Taught students in Grades 6-12.• Instructed students in English, Art and History primarily.	
Drama Instructor; Persephone School of Theatre; Saskatoon, SK	2012 – 2013
<ul style="list-style-type: none">• Motivated students ages 8-13 in the area of Drama and performance.• Stimulated creativity and encouraged progress through process drama warm-ups, games, and activities.	
School Secretary; Elk Island Catholic Schools; Sherwood Park, AB	2005 – 2010
<ul style="list-style-type: none">• Assembled a special project student newspaper creation; involved student/staff/school board liaising, writing, proofreading, editing, layout, print processing, and distribution.• Established the groundwork for the creation of a junior high drama club and instilled interest in Drama as a class. Directed and co-directed youth drama projects, applied for grants, created and maintained budgets, publicized, was responsible for casting and mentorship, and ensured the facility rental.	
Secretary II; Capital Health Authority – Medical Affairs; Edmonton, AB	2004 – 2005
<ul style="list-style-type: none">• Answered to both Primary Care and the International Medical Graduate Preceptorship Program.• Researched potential areas of medical record improvement, screened human resource applications and aided in physician recruitment, physician payment. Scheduled critical hospital area staffing and liaised with managers and supervisors.	
Administrative Assistant; NAIT – Food Services; Edmonton, AB	2003 – 2004
<ul style="list-style-type: none">• Interacted as a human resource liaison, maintained accounts payable and receivable, provided administrative support, developed policies, arranged travel, secured facility rentals, maintained scheduling, and fashioned marketing materials.	
Desktop Publisher; Self-Employed; Sherwood Park, AB	1992 – 2012
<ul style="list-style-type: none">• Formulated print media products such as; advertising, business cards, posters, newspaper, and newsletters.	

COMMUNITY INVOLVEMENT

Board of Directors Member, Singer	Present	Co-Director of Drama Club	2007-09
Eclipse Chorus; Saskatoon, SK		Jean Vanier Catholic Jr. High; Sherwood Park, AB	
Board of Directors Member	Present	President	2006-07
Sask. Native Theatre Company; Saskatoon, SK		International Association of Administrative Professionals; Edmonton, AB	
Treasurer of Concordia Drama Club	2010-11		
Green Thespians Collective; Edmonton, AB			

MEMBERSHIPS

Saskatchewan Arts Alliance, Saskatchewan Choral Federation, Saskatchewan Drama Association, Saskatchewan Reading Council, Saskatchewan School Counsellors Association, and Saskatoon Summer Players.

INTERESTS

Acting, directing, singing, gardening, reading, writing, baking, yoga, football and slo-pitch.

REFERENCES

References are available upon request.