

GREGORY STEWART

PROFESSIONAL SUMMARY

A proven professional with a Master's degree looking to return to the administrative field after my time in the classroom. As an educator, I was able to hone my skills in effective multitasking, complex problem solving, data-driven decision making and interpersonal communication. I am hoping to leverage these skills with my natural capacities for organization, teamwork and attention to detail combined with my cross-sector administrative experience in order to meet the needs of my clients. I am also well-versed in using technology to drive and support analysis, organization and communication.

EDUCATION

Brown University

- Master's degree in Secondary Education
- Bachelor's degree in Human Development

PROFESSIONAL EXPERIENCE

International Baccalaureate Teacher

IB Literature & Language, IB Film / BELA Charter School / Brooklyn, NY / August 2021-July 2023

- Drafted daily correspondence to various stakeholders that incorporated key insights from daily meetings, to-dos and important dates, and useful resources
- Collaborated with company leadership and colleagues to collect, track and review data about personnel and develop targeted action plan to improve performance
- Served on multiple committees to organized logistics and execution for multiple community events and also coordinated 60+ in person and virtual meetings

Classroom Teacher

9th Grade English / Capital City Charter Public School / Washington, DC / August 2020-July 2021

High School Social Studies, Special Education / Chelsea School / Hyattsville, MD / August 2018-July 2020

- Managed daily lesson planning, grading, instruction and enrichment to students with diverse needs in the English, Math and Social Studies content areas
- Leveraged assessment data, individual educational plans and relationships in order to solve problems and make informed decisions about instructional materials, moves and plans
- Built transformative relationships with leadership, colleagues, students and families by maintaining open written and oral communication and centering empathy and active listening

Former Roles: Administrative Assistant at Suffolk Law School, Administrative Assistant at State Street Corporation, Administrative Assistant at Inner City Business Ventures

SKILLS: Attention to Detail, Written Communication, Organizational Skills, Multi-tasking, Interpersonal Skills, Teamwork, Problem Solving

SOFTWARE

Microsoft 365 (Excel, Word, PowerPoint)

Google Workspace (Drive, Docs, Slides)

CONTACT

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