

# Julie Summa

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(816)200-8685

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**Objective** English, Journalism and Speech Communications/Theatre high school teacher

**Education** **Missouri Western State University**  
B.S. Secondary Education  
Major: Communication Studies and Theatre  
Minor: English Education  
Certification: Journalism

**Certification** Missouri State 9-12, Speech Communication/Theatre

## Related Experience

Benton High School St. Joseph, MO

**Student Teaching** Spring 2008

- Observed and assisted with Theatre Arts I, II and Stagecraft courses. Took over classroom management, interacted with parents and administrators.

Central High School St. Joseph, MO

**Junior Experience** Fall 2007

- Observed and assisted with a 9th Grade Honors Language Arts course, taught a unit on mysteries. In my spare time, observed and assisted with Competitive Drama and Beginning Debate courses.

Lafayette High School St. Joseph, MO

**Sophomore Experience** Fall 2005

- Observed and assisted with a 12<sup>th</sup> Grade communication course and a 9-12<sup>th</sup> grade Drama Course.

## Professional Experience

Missouri Western State University St. Joseph, MO

**Western Institute Marketing Intern** 2007-2008

- Assisted with news writing and photography.
- Designed and executed graphics and layout for brochures, fliers, and multi-page documents. Reported to a supervisor as needed, but worked without direction a good portion of the time.

**English 100 Tutor** 2005-2006

- Assisted students in working through a pre-designed curriculum with an eye to getting them up to speed for college level writing.
- Helped to guide both traditional age and nontraditional age students through some of the processes of starting and/or going back to school.
- Assessed progress and made recommendations to professors about student grading.

**Student Technical Writer** 2005-2007

- Developed web content for the Applied Learning portion of the university website, worked with university webmaster to implement changes and helped plan and develop the programs and forms for the annual Applied Learning Conference.
- Revamped the Department of Music website, paved the way for web casting of music and video, updated site for a fresher look, produced bi-annual hardcopy newsletter.
- Developed forms for the Office of Study Away, helped design office brochures and redesigned the website.

World Travel BTI Kansas City, MO

**T24 Emergency/Corporate Fulfillment/EDS Corporate Travel Specialist** 2000-2005

- Assisted and instructed clients in working through the computerized reservations system.
- Noted for high customer service at CFS and T24 with several customer compliments.

**Related Experience (Continued)**

The Maryville Daily Forum Maryville, MO

**Staff Writer/Photographer** 1999-2000

- Dealt with people in all walks of life, and all moods.
- Covered city, state and federal news; took photographs. Helped start the paper's current webpage and utilized all Microsoft Office applications as well as page layout programs.

The St. Joseph News-Press St. Joseph, MO

**Staff Writer** 1998-1999

- Dealt with people in all walks of life and all moods.
- Covered county courts, features and weather news.

The Daily Comet-A New York Times Regional Newspaper Thibodaux, LA

**Staff Writer/Photographer** 1995-1998

- Primarily covered school and city beats, breaking some high profile environmental and education stories and developing political contacts at the local, state and federal levels.
- Helped kick off the newspaper's (www.dailycomet.com) website.
- Utilized all Microsoft Office applications and other office productivity software.

The Kwajalein Hourglass-U.S. Army Kwajalein-Atoll Marshall Islands

**Staff Writer/photographer** 1991-1992

- Dealt routinely with the post's U.S. Army command staff to include senior military, civilian and contractor, covered daily news and special events, to include a Congressional Medal of Honor Recognition ceremony attended by the U.S. Ambassador and a wide range of military, civilian and Marshallese Government officials.

**Publications**

MelBay Publishing

<http://www.guitarsessions.com/oct07/cityscene.asp> Spring 2007

<http://www.guitarsessions.com/apr07/cityscene.asp> Fall 2007

Canvas Literary Magazine, Missouri Western State University 2006-2007

**Education**

Northwest Missouri State University Maryville, MO

**B.S. in Communications with Minor in Writing** 1995

**Activities & Honors**

- Non-Traditional Student Association, Communications Officer 2006-2008
- Organized charity benefit performances of "The Vagina Monologues" for both 2006 and 2007. The 2007 event included a reception, art show, health lectures and stage combat class.
- Griffon News Opinion and Lifestyles Editor Fall 2007
- University Food Service Committee, Non-Traditional Student Representative
- University Traffic and Student Appeals Committee, Non-Traditional Student Representative
- Performing Arts Association, St. Joseph, MO, student representative
- Alpha Psi Omega, theatre fraternity, member
- Pi Kappa Delta, forensics fraternity, member
- Staff Appreciation Award Griffon Yearbook 2006
- Recognition Awards, National Nontraditional Student Week 2006, 2007

**Portfolio and References available on request**