

Levonne Gigger

Professional Profile

Versatile professional with over 15 years of experience in education, including curriculum development, stakeholder engagement, and data management. Skilled in creating engaging presentations and utilizing Microsoft Excel and Google Sheets for efficient data organization. Proven ability to lead and manage diverse teams while fostering collaboration and achieving organizational goals. Seeking to leverage my extensive experience in education to transition into a managerial, analyst, or coordinator role in a dynamic industry that values adaptability, leadership, and strategic thinking.

Experience

Talent Coordinator/Curriculum Manager **Atlanta, Ga**
American Institute for Resource and Human Development

- Spearheaded recruitment efforts for qualified teachers to travel internationally to Africa (Ghana, Tanzania).
- Applied comprehensive knowledge of educational requirements and job expectations to effectively screen and assess potential candidates for travel
- As an educator and Curriculum Coordinator, I managed classrooms and led diverse student groups, showcasing exceptional organizational skills.
- Led workshops and training sessions for educators, integrating innovative teaching strategies and program elements to enhance curriculum effectiveness.
- Established and maintained a feedback loop involving stakeholders, educators, and students, driving continual refinement of curriculum content and delivery methods, which incorporates technology
- Provided technical guidance and resolved disputes with teachers traveling abroad in Ghana, Africa in the role of Curriculum Coordinator, ensuring compliance with established standards and a peaceful work environment..
- Successfully revamped curriculum frameworks, resulting in a 15% increase in student engagement and a 20% improvement in program effectiveness
- Demonstrated effective problem-solving skills by assisting engineering staff in surveys, utility locations, and various collaborative efforts.
- Served as a liaison to distribution and collection system maintenance personnel, showcasing strong communication and collaboration skills.



Contact

785-317-2422

levonne.gigger@gmail.com

Education

Georgia State University
Degree acquired:

- Masters in Early Childhood Education
- ESOL Endorsement

Kansas State University
Personal Financial Planning
Graduate Courses Taken:

- Investing for the Family's Future
- Fundamentals of Financial Planning
- Insurance Planning for Families
- Personal Income Taxation

Kansas State University
Degree acquired:

- Bachelors of Science in Elementary Education,
- Concentration: Music

Licenses/ Certifications

- Georgia P-5 Teaching Certificate
- ESOL Endorsement
- Zumba Instructor
- GA Child Labor Coordinator
- Film & Production Set Teacher

**Virtual and In-Person Educator
Public and Charter Schools**

Atlanta, GA

- Instructed virtual and in-person students using Georgia Standards of Excellence, fostering academic growth and addressing diverse learning needs
- As a set teacher for film production with 100 kids, I helped organize the teachers and CLCs to assigned groups of child actors and to coordinate group communications for the day
- Explained and implemented MTSS (RTI), Special Education, and 504 Plan programs, tailoring accommodations based on testing results such as psychological evaluations, teacher observations, or medical reports to support student learning.
- Led a team of new teachers to create weekly lesson plans and educational presentations for students below grade level and ESOL/ELL learners, accommodating departmentalized and self-contained classroom models, resulting in a 50% increase in student achievement from the previous assessment cycle, demonstrating a significant impact on academic progress.
- Successfully integrated Positive Behavioral Intervention and Supports (PBIS) to establish a well-managed classroom environment that nurtured student focus, responsibility, resourcefulness, and safety.
- Directed a team to incorporate diverse learning modalities (audio, visual, kinesthetic) in response to feedback from students and families, catering to different learning styles effectively.
- Monitored and communicated progress for students, fostering increased family and student engagement and accountability
- Provided effective academic interventions and support services for diverse student needs, contributing to their overall growth and success.

DFCS Economic Support Specialist I

Decatur, GA

- In roles like DFCS Economic Support Specialist, I navigated a high-volume caseload, ensuring meticulous records and providing legal representation
- Managed a caseload exceeding 2000 low socio-economic households, responsible for assessing and determining eligibility for various community and federal government services.
- Processed an average of over 25 manual or electronic intake and renewal applications daily for Food Stamp and Medicaid programs, ensuring accurate filing, case management, and scheduled visits for updates and monitoring purposes.
- Effectively handled the caseload, maintaining meticulous records, and providing legal representation on behalf of the State of Georgia during court proceedings, ensuring compliance and integrity in service delivery.
- Streamlined the intake and renewal process, significantly contributing to the timely determination of eligibility for essential government aid programs.
- Successfully managed a high-volume caseload while maintaining accurate documentation and legal representation, ensuring the effective provision of services to low socio-economic households in need.
- Demonstrated commitment to efficient and accurate processing, ensuring eligible individuals received timely access to crucial resources such as Food Stamps and Medicaid.

