

## FRANK FELLOW

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### EDUCATION

#### American University

*Master of Curriculum and Instruction*

- Contract work at DC Public Charter School Board

Washington D.C.  
Expected December 2016

#### Boston University

*Bachelor of Arts, Political Science*

- Graduated with departmental honors.

Boston, MA  
2007-2011

### PROFESSIONAL EXPERIENCE

#### Urban Charter School

*Director of School Operations*

- Work with the school Principal and Urban Charter School Finance Staff to develop and manage the school's budget
- Manage school purchasing process by placing orders with vendors, tracking delivery and maintaining inventory
- Process new hires and maintain employee records to prepare the facility for occupation each year
- Ensure the maintenance of campus facilities by managing custodial personnel and third party contracts for trash removal, recycling, and security

Washington D.C.  
2013-Present

#### Fellowship for Urban Education Leaders (FUEL)

*Summer Policy Fellow*

- Researched and created potential professional development for new Every Student Succeeds Act implementation for the 2017-2018 school year.
- Developed a rubric that outlined Every Student Succeeds Act initiatives nationwide, in order to follow and develop best practices for transition into Every Student Succeeds Act in DC.
- Assessed best practices of for the transition year between Elementary and Secondary Education Act and Every Student Succeeds Act.

Washington D.C.  
June 2016-August 2016

#### Thomas Jefferson School

*Teach for America Corps Member; Biology Teacher*

- Taught six Biology classes to 75 students in 7<sup>th</sup> – 8<sup>th</sup> grade per semester at a traditional public school and achieved 95% mastery of objectives.
- Developed the implementation of an aligned biology curriculum for the four biology teachers in the school and then worked with Central Office personnel to adapt the curriculum for high schools in the district.
- Developed two professional development opportunities for other TFA teachers based on opportunities for growth in classroom management techniques.
- Served as the Volunteer Club advisor to 102 students, developing student-led committees to assist in the school's community.

Washington D.C.  
2011-2013

#### University of Boston Alumni Relations Office

*Student Associate*

- Assisted with the planning and execution of all fundraising events for the university, including Reunion & Commencement Weekend, and Homecoming/Family Weekend.
- Recruited, interviewed, hired, scheduled, and managed 100-150 student workers.
- Increased efficiency to reduce student workforce costs to the university.

Boston, MA  
2008-2011

### OTHER SKILLS

Languages: Spanish (Advanced Proficiency); Chinese (Basic Knowledge)  
Computers: Stata; Microsoft Office: Excel, Publisher, Word, PowerPoint