Wendy Groff-Otto

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[Wendy.groff@weebley.com](mailto:Wendy.groff@weebley.com)

**Education**

Master of Education (Curriculum and Instruction) Tarleton State – August 2018 to Present

Master of Science (Human Resources Management) Tarleton State – Jan. 2015 to May 2017

Bachelor of Business AdministrationTarleton State - January 2010 to December 2014

**Skills**

Microsoft Office, Interpersonal, Training & Development, People Management, Management, Communication, Kagan Cooperative Learning, Classroom Management, Lesson Planning, Differentiation.

**Related Experience**

**Assistant – Tarleton State University – (2015 – Present)**

TMATE Program (Alternative Teacher Certification Program)

* Provide superior Customer Service
* Help current cohort prepare and file proper documentation to obtain certification
* Interpret and implement new laws, policies, tests and procedures invoked by TEA.

**Substitute Teacher – Arlington ISD – (2013 – 2015)**

* Provides effective, efficient classroom instruction
* Creates safe environment conducive to learning
* Ability to build relationships with students, co-workers and parents
* Capable team player.
* Adaptable to changing environments.

**Work Experience**

**Human Resources Consultant – S & D Systems (2014 – Present)**

* Support owner in all aspects of human resources
* Help contractors prepare and file proper documentation to obtain certification
* Interpret and implement new laws, policies, tests and procedures invoked by local/state/federal laws.

**Store Manager – Wells Fargo Bank (1995-2009)**

* Motivate and manage employees
* Provide superior Customer Service
* Determine proper procedures to remain compliant with local/state/federal laws.

**References** – Will be provided upon request.