

LINDSEY CARTER

EDUCATION

BA in Secondary Education English

University of Wyoming
Laramie, WY / 2015

BA in Dance (cum laude)

University of Wyoming
Laramie, WY / 2014

High School Valedictorian

Campbell County High School
Gillette, WY / 2010

EXPERIENCE

Assistant to Curriculum & Instruction

Whitnall School District

Greenfield, WI / 2023-current

- > coordinate educator microcredential program, summer school, conference travel, new hire orientation
- > provide administrative support to Director of Curriculum & Instruction and instructional coaches
- > budget tracking with business services director; ordering textbooks; expense reimbursements
- > implemented organization: textbooks, supplies, inventory tracking, shared documents

Office Manager

Van Severen Law Office, S.C.

Milwaukee, WI / 2021-2023

- > provided administrative support to main firm partner and all associate attorneys
- > drafted client contracts and correspondence; completed case research; proofread blog posts
- > bookkeeping and expense tracking via Quickbooks; direct mailing, office inventory, firm communications
- > implemented organization: digital filing system, attorney caseload details, standard procedures

Dance Teacher

Academy of Dance Arts

Milwaukee, WI / 2021-current

- > teach ballet and jazz classes; choreograph for competitions and recitals; private lessons
- > lead and train teenagers as teaching assistants for lower-level classes

English Teacher

Sage Valley Junior High, Campbell County School District

Gillette, WY / 2020-2021

- > taught six 8th grade English classes: lesson planning, grading, parent communication
- > led multiple writing units including argumentative essays, poetry, and research projects
- > worked with instructional facilitator and special education department implementing co-teaching model

Proofreader/Writing Tutor

Brainfuse

online / 2019-current

- > independently manage caseload via remote work; customer service with emphasis on positive impact
- > provide editing and proofreading for secondary and university students through succinct feedback

Dancer/Future Cruise Assistant

Princess Cruises

worldwide / 2016-2019

- > performed in Broadway-style stage shows onboard cruise ships; assisted Future Cruise Managers
- > consistently met and exceeded corporate sales revenue goals with Future Cruise Managers

Substitute Teacher

Campbell County School District

Gillette, WY / 2012-2020

- > short- and long-term substitute positions in all grade levels; adapted to new environments day-to-day