

# Louis D'Amico, Jr.

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## **Education:**

***Edinboro University***  
Edinboro, PA

1997- 1999

Bachelor of Arts degree in English Literature including classes on teaching

## **Employment:**

***Winston-Salem/Forsyth County***  
*7<sup>th</sup> and 8<sup>th</sup> Grade ELA Teacher*

2/2022-Present

- teach reading and writing to curriculum standards
- classroom management
- utilize PowerSchool, Canvas, Office, and Google Suite
- teach to ESL and diverse student populations
- teach students dealing with complications from COVID, a remodel, and several teacher changes that occurred throughout the year

***CVS Pharmacy***  
*Pharmacy Tech*

2021

- count and verify prescriptions
- customer service
- data entry
- inventory control

***Kelly Education***

2021-2022

*Daily Substitute Elementary School Teacher*

- Group instruction
- Individual instruction
- Classroom management
- Instruct science, math, and English classes
- Assist in grading
- Utilizing Google classroom

***ASRC Federal***

2020

*Material Analyst*

Branchton, PA

***NT Concepts*** (Contract transferred)

2015-2020

*General Clerk*

Branchton, PA

***USIS*** (Contract transferred)

2007-2015

*Material Analyst/Trainer/Auditor/Editor*

Branchton, PA

- Cleared one of the highest US government background investigations, including a drug test
- Data entry, protection, and analyzing
- Communicating and condensing large amounts of information for later review
- Utilizing Word, Excel, and Outlook
- Remote work without supervision

- Adjusting to frequent process changes
- Working 60 hour weeks as needed
- Reasoning, office automation, oral communication, written communication, assisting and organizing, customer service, and analytical skills
- Training employees according to OPM standards
- Auditing work to ensure quality control
- Designing training materials
- Editing the company newsletter
- Writing for the company newsletter

***Wal-mart #2597*** 2003-2007  
*Various Positions* Franklin, PA

- Training experience

***Country Fair*** 2001-2002  
*Department Manager* Oil City, PA

- Training experience
- Processing reports and invoices

***C&J Industries, Inc.*** (Manufacturing) 1999-2001  
*Production Operator/Assembly Team Lead* Meadville, PA

- Training a diverse group of employees
- Inventory control
- Quality control
- Project scheduling

### **Volunteer:**

***Franklin YMCA*** 2010-2013  
 Coached flag football, soccer ages 9-12

***Crawford County Youth Soccer Association*** 2017  
 Coached soccer ages 5-6

### **Skills from Self-Improvement**

***Studying Japanese and Spanish*** 2018-Current  
 Solo learning via Duolingo, Human Japanese, and YouTube  
 Tutoring ESL co-learners on HelloTalk

***Creative Writing*** 1990-Current  
 Self-published a poetry collection and a fiction book, utilizing Word, Google Docs, and OfficeLibre