

# LEI DUNN

## EDUCATION ADMINISTRATOR

### CAREER OBJECTIVE

Quality-oriented professional with 17 years of experience and a proven knowledge of curriculum development, education administration, and student assessment. Aiming to leverage my skills to successfully fill the Education Administrator role at your company.

### EXPERIENCE

#### CHIEF MOVEMENT OFFICER MENTOR

*Virginia Department of Education/Virginia Department of Health, VA / Jun 2018 - Present*

- Lead a team of 40 educators from across the state to implement programs that increase the daily physical activity and academic outcomes of Virginia students
- Collect and analyze data on student activity levels
- Present data findings and program implementation guidelines at the local, state and national level

#### HEALTH AND PHYSICAL EDUCATION TEACHER

*Virginia Beach City Public Schools, VA / Aug 2016 - Present*

- Create and implement lessons for 500 students; methodically provide resources for lessons; differentiate lesson plans in line with curriculum objectives and assist students to prepare for assessment
- Serve on special education committees, assist in creating special education accommodations and goals for students with physical, social and learning disabilities
- Assess students' progress throughout the year and work closely with other staff to efficiently implement school wide expectations for learning and behavior
- Train and lead teacher assistants, including special education teacher assistants in HPE learning techniques, protocols and how to aid students who are struggling
- Serve and lead on various committees including the PBIS, and parent engagement committees, and the district wide Teacher Assembly

#### LICENSED TRAINING PROVIDER

*American Red Cross, VA / Jan 2012 - Present*

- Instruct individuals in adult and pediatric first aid, CPR and AED
- Input attendee information and issue certifications
- Accept payments for class and complete yearly accounting and tax documents

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### EDUCATION

#### LONGWOOD UNIVERSITY

**GPA: 4.0**

**Farmville, VA**

*Master of Science (M.S.) Health and Physical Education (May 2019)*

#### TROY UNIVERSITY

**GPA: 3.8**

**Troy, AL**

*Bachelor of Science Sports and Fitness Management (Jul 2012)*

### ADDITIONAL SKILLS

Education software programs - Google, Schoology, Canvas, Zoom, Nearpod

### CERTIFICATIONS

Certified Health Education Specialist - National Commission for Health Education Credentialing

Nearpod Certified Educator and Distance Education Specialist