

# ERICA ARMSTRONG

2213 West Lakeview Drive, Hobbs, New Mexico 88240 ■ 575.318.6114 ■ [earmstrong74@hotmail.com](mailto:earmstrong74@hotmail.com)

## VIRTUAL INSTRUCTOR

### QUALIFICATIONS PROFILE

Detail-oriented, organized, and results-driven professional, interested in pursuing a challenging role in virtual instruction utilizing more than 16 years of teaching experience within academic settings. Known for distinguished leadership approach in developing and implementing educational and professional advancement toward higher-learning perspectives and fast-changing standards. Armed with progressive business and sales expertise, along with background in curriculum and instruction essential in developing and promoting new curriculums and educational materials.

### SUMMARY OF RELEVANT EXPERIENCE

#### *Teaching and Learning Opportunities*

- Demonstrated extensive knowledge of students' backgrounds, cultures, skills, academic language development, interests, special needs - including present levels of performance for applicable content areas and behavioral issues as well as accommodations and modification for individual students.
- Included students in the planning of culturally sensitive strategies and incorporates those into instructional practice.
- Provided strong evidence of using student data to differentiate instruction, including the use of ACCESS scores to support and monitor the progress of ELs and to differentiate their instruction according to English language proficiency levels; and uses a wide repertoire of strategies to integrate a variety of learning styles into lessons and activities.

#### *Curriculum and Content Development*

- Aligned rigorous instructional processes and learning activities to all NM adopted standards and to IEP goals as applicable.
- Made use of pertinent information to support student engagement, and staff and community members' demonstration on flexible teaching and responsiveness.
- Modeled and shared with colleagues' resources, knowledge, information and strategies that are aligned with school and district goals.

#### *Business and Sales Processes*

- Performed human resource functions, including scheduling operation, hiring staff, and processing payroll
- Introduced and promoted the facility using advertisement and social media platforms
- Applied effective business practices, such as customer service, pricing, inventory management, vendor payments and customer collections, and bookkeeping
- Formulated and executed rules and procedures to guarantee customer safety and satisfaction

### WORK HISTORY

#### HIGHLAND MIDDLE SCHOOL – HOBBS, NM

Administrative Intern

Aug 2017–May 2018

#### HOBBS MUNICIPAL SCHOOLS – HOBBS, NM

Classroom Teacher, 7-8

Jan 2015–Aug 2018

Classroom Teacher, K-6

Aug 2000–Jul 2012

Core Knowledge Lead Teacher

Aug 2003–Aug 2004 | Aug 2010–Jul 2012

HMS Mentor

Aug 2010–May 2012 | August 2015–Present

#### WASH AWAY LAUNDROMAT – HOBBS, NM

Chief Executive Officer | Co-Owner (Self-Employed)

Mar 2013–Present

#### SPEED TICKET SKATING RINK – HOBBS, NM

Chief Executive Officer (Self-Employed)

Aug 2011–May 2013

# ERICA ARMSTRONG

2213 West Lakeview Drive, Hobbs, New Mexico 88240 ■ 575.318.6114 ■ [earmstrong74@hotmail.com](mailto:earmstrong74@hotmail.com)

---

## EDUCATION

---

**Graduate Education Administration Licensure Program:** 2018  
EASTERN NEW MEXICO UNIVERSITY – PORTALES, NM

**Education Specialist Teacher Leadership, Education:** 2011  
WALDEN UNIVERSITY – BALTIMORE, MD

**Master of Science in Education, Curriculum and Instruction:** 2003  
UNIVERSITY OF THE SOUTHWEST – HOBBS, NM

**Bachelor of Science in Elementary Education:** 1999  
UNIVERSITY OF THE SOUTHWEST – HOBBS, NM

## PROFESSIONAL DEVELOPMENT

---

### *License*

Level Three-A Instructional Leader K-8 Elementary License

### *Licensure Endorsements*

Visual Arts

Teaching English to Speakers of Other Languages (TESOL)

Highly Qualified Teacher, New Mexico Middle-Level History/Geography/Economics/Civics/Government

### *Training:*

*Hobbs Summer Leadership Institute*

18-hour Art in the Classroom

18-hour High-Tech Social Studies

## AWARDS AND HONORS

---

*Cooperating Teacher (3)*, The School of Education, University of the Southwest  
*Nominee*, 2010 Golden Apple Foundation of New Mexico Golden Apple Award

*Exemplary Teacher*, New Mexico Public Education Department 2016, 2017, 2018

*Recipient*, Excellence in Teaching Mini Grant 2017

*Recipient*, Eagle Grant 2017

*Recipient*, National Endowment for the Humanities Picturing America Award

## TECHNICAL ACUMEN

---

Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook) | Adobe Creative Suite

Skyward Gradebook | Google Classroom | Frontline Education

Illuminate Education | Blackboard