

# Kimberly Toepke

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## Skills

- Computer Skills-Microsoft Word and Spreadsheets
- Organized
- Honest, Caring, Kind
- Fast learner
- Calm and level-headed
- Problem Solver
- Punctual
- Eager to learn new things
- Willing to help where needed

## Certification(s)/Licenses

**Educator's Professional License-September 12, 2023-October 26, 2025**

## Work Experience

### Mandan Public Schools, Lewis and Clark Elementary

*Third Grade Para (August 2021-May 2022) Fifth Grade Para (August 2022-July 2023) Second Grade Para (August 2023-May 2024)*  
August 2023-May 2024

- Assist students in the classroom with assignments or further small group instruction as needed
- Supervise, instruct, monitor, and communicate with students and other professionals in the school
- Plan and conduct reading and math small groups to help students achieve learning objectives
- Supervise students in a variety of settings
- Volunteer in the Advocate Program

### Mandan Public Schools, Lewis and Clark Elementary

*Third Grade Summer School Instructor*  
May 31, 2022-July 15, 2022

- Plan a program of study that meets the individual needs, interests, and abilities of students
- Create a classroom environment that promotes learning and always treating students with dignity and respect
- Utilize a variety of instructional techniques and technologies to aid in meeting the learning needs and goals of students
- Assess students and provide progress reports at the end of summer school

## Target

*Beauty Team Member*

October 12, 2019-Present

### Light of Christ, Saint Anne's

*Long-Term Kindergarten Substitute*

March 2021 - May 2021

- Small Reading Groups with appropriate instruction
- Implemented a bucket-filling activity to promote classroom-appropriate behaviors

## Central Regional Education Association (CREA)

**--Mary Stark Elementary School-405 8th Ave SW, Mandan, ND 58554**

*Youth Leader*

June 2019-March 2022 (Summer Program and School Year Programs)

**--Lincoln Elementary School - 3320 McCurry Way, Lincoln, ND 58504**

## Youth Leader

January 2018-May 2019 (School Year Program and Summer programs)

- Mentor, guide, and build positive relationships with and give care to students
- Keeps close working relationships with Site Coordinators and other staff members
- Assists and suggests learning activities that can help enhance learning
- Assists in enforcing and upholding school regulations
- Prepare lessons or activities to do with the students

## Education

### University of Mary-Bismarck, North Dakota

January 2021-April 2022

- Masters in Teacher Leadership

### University of Mary-Bismarck, North Dakota

September 2016-April 2020, Student Teaching Fall of 2020

- Bachelors of Science in Early Childhood Education and Bachelors in Elementary Education
- Elementary Education Student Teaching | 2nd Grade | Mrs. Deb Wanner | Saint Anne's | Fall 2020
- Early Childhood Education Student Teaching | Early Childhood Special Education Preschool | Mrs. Anna Bergman | Lewis and Clark Elementary School | Fall 2020
- First Grade | Cathedral | Mrs. Gina Gruman | Spring 2020 (120 hours)
- Physical Education Practicum | Solheim Elementary School | Mr. Michael Porter | Fall 2019 (20 hours)
- Fifth Grade | Pioneer Elementary School | Mrs. Lindsay Mock | Fall 2019 (175 hours)
- Toddler | KinderKidz | Spring 2019 (20 hours)
- Preschool | Shiloh Christian School | Mrs. Michelle Voller | Spring 2019 (52 hours)
- Kindergarten | Lincoln Elementary School | Mrs. Ashely Garaas | Spring 2019 (45 hours)

### Mandan High School - Mandan, North Dakota

August 2012 - May 2016

- Diploma upon graduation in May 2016

## Volunteer Work

### Omicron Delta Kappa (ODK)

March 2019-April 2020, Secretary and a Member of the Membership Committee

### Students North Dakota United (SNDU)

February 2018-April 2020, Secretary of the University of Mary Chapter, and Member of the Executive Board at the state level

### Service, Patriotism, Unity, Responsibility, and Sacrifice (SPURS)

January 2017-April 2019, Secretary ( September 2018-April 2019 )

## Awards

Dean's List Spring 2020 Semester

Dean's List Fall 2019 Semester

Dean's List Spring 2019 Semester

Spurs Service Award (2018-2019)

Dean's List Spring 2018 Semester

Spurs Service Award(2017-2018)

Spurs Service Award (2016-2017)

## References

Available upon request