***Morgan Gillespie***

Los Angeles, CA 90045 | (858) 248-5218 | Morgangillespie122@gmail.com

Areas of Interest Include Education, DEI, Administration, and Research

Dependable \* Organized \* Attention to Detail \* Advisor \* Jayden T. Gillespie Foundation, Inc.

**EDUCATION**

**● Loyola Marymount University**

❖ Bachelors of Arts, Sociology **Graduation, May 2022**

❖ Masters of Education, Policy and Admin - 3.9 GPA **Graduation, May 2023**

❖ Completed 600 Hours of Student Teaching

**WORK EXPERIENCE**

**San Diego, CA Neighborhood House Association June-August 2017, 2018, 2019**

● Teaching Assistant Trainee at Barrio Logan Early Head Start Program

working with children ages 3 – 5 years;

● Internship geared to provide an educational and working experience in preparation for

future professional endeavors;

● Provided administrative and classroom support to teaching staff including, reading,

assisting in developing weekly lesson plans;

● Worked with children and families from culturally and diverse populations;

**Loyola Marymount University Children’s Center September 2018 - May 2019**

● Provided high quality developmentally appropriate supervision and child care for children of university staff, ages 6 weeks to 5 years

**Farragut Elementary School, Culver City, CA Fall Semester 2021**

● Role of full time teacher

● LMU 3rd Grade Student Teacher, developed and delivered lesson plans; lead morning meeting circle, and affirmations with children

● Provided assistance to students needing individual help, attendance, independently supervised recess and library time, graded student tests; inventory and organized classroom materials and supplies

**Coeur d’Alene Avenue Elementary, Los Angeles, CA Spring Semester 2022**

● LMU Kindergarten Student Teacher English Language Learner Classroom (EL)

● Implemented culturally responsive teaching for unique set of students

● Develop and deliver lesson plans; participated in EL groups and workshops (site words, math, and phonics)

● Lead mindfulness and gardening workshops

● Supervised recess and library time, grade student tests; organize classroom materials

**The Education Team Los Angeles August 2022-September 2023**

* Substitute K-12 Teacher at Anderson Lawndale Elementary School, KIPP SOCAL, Public School and Vista Charter Academy School
* Experience in Urban and Suburban environments

**St. Turibius Elementary STEM School, Los Angeles, CA September 2023- June 2024**

* STEM and Social Studies 3-5 educator
* Develop and implement engaging lesson plans and activities to teach various STEM and Social Studies subjects, including mathematics, science, technology, and engineering, and writing to students ranging from 3-5
* Work a combination 3-4 classroom setting utilizing inquiry-based learning approaches to encourage student exploration and discovery, fostering a deeper understanding of STEM concepts.
* Integrate real-world applications and current events into lessons to demonstrate the relevance of STEM disciplines in everyday life.
* Establish a supportive and inclusive classroom environment that encourages collaboration, critical thinking, and creativity among students.
* Implement technology tools and resources to enhance instruction, such as interactive whiteboards, educational software, and online simulations.
* Provide individualized support and differentiated instruction to meet the diverse learning needs of students, including those with special needs and English language learners.
* Collaborate with colleagues to align curriculum using Iready, StemScopes, Savvas and Studies Weekly, share best practices, and develop interdisciplinary projects to enhance the overall STEM program.
* Organize and supervise extracurricular STEM activities, such as science fairs, robotics clubs, and coding competitions, to further engage students outside of the classroom.
* Communicate regularly with parents and guardians to provide updates on student progress, discuss concerns, and solicit feedback on ways to support student learning.

**PIH Good Samaritan, Los Angeles, CA July 2024-January 2025**

* Genesis Medicus Clinical Campus Undergraduate Medical Education Coordinator
* For 3rd and 4th year medical students in their clinical rotations
* Coordinate and manage clinical rotations for medical students using Rotation Manager software, ensuring efficient scheduling, adherence to rotation timelines, and seamless integration into clinical environments.
* Overseeing OB/GYN department scheduling, balancing physician availability, patient load, and student rotations, ensuring smooth daily operations and accurate physician schedules.
* Work closely with physicians, registered nurses (RNs), and other medical staff to ensure effective patient care and optimal learning environments for medical students. Facilitated clear communication across multidisciplinary teams.
* Lead and organize scrub and suture workshops for medical students, ensuring effective training in clinical skills through hands-on instruction, curriculum development, and practical demonstrations.
* Supervisethe onboarding process for medical students, including document verification, onboarding, and tracking student progress and performance.
* Develop and create training certificates for students, ensuring compliance with institutional and legal standards, and maintaining accurate records.
* Utilize Adobe Acrobat to manage, review, and edit medical documentation and student files, ensuring confidentiality and compliance with healthcare regulations.
* Manage medical student onboarding files and documentation using FileInvite to streamline file submission and processing.
* Apply Excel to track and manage schedules, student performance, attendance, and workshop participation, generating reports for department heads and stakeholders to support decision-making and improve operational efficiency.
* Oversee the accurate and timely submission of student medical files, ensuring proper record-keeping and compliance with institutional requirements and regulations.

**AWARDS**

● 2016 - Recipient - President Barack Obama’s Volunteer Service Award.

● 2015-17 Recipient- Jack and Jill Community Leadership and Volunteerism Award.

● 2015-16 Urban League Golden Pyramid Scholar.

**Certificates**

* CPR Certified
* Sexual Harassment Prevention Certification

**ACTIVITIES**

**TLC - The Learning Community at LMU August 2018 – Present**

● Program dedicated to cultivating leaders, instilling community consciousness, and promoting academic and co-curricular success.

**Alpha Kappa Alpha Sorority Inc. November 2019 – Present**

● LMU: Tau Kappa Chapter, Recording Secretary

**Jack and Jill of America, North County San Diego 2003 - 2018**

* Participated in programming aimed at building leaders through educational activities, community service oriented, philanthropic, legislative and cultural.
* Served as chapter Recording Secretary from 2014-2015.
* Served as chapter Historian from 2015-2016.

**Secretary and Inspirational Leader JTG Foundation 2022-Present**

* Actively spread mental health awareness through group interactions and social media
* Inspire team members to embrace challenges, think creatively, and pursue excellence in their work.
* Provide coaching, mentorship, and professional development opportunities to support the growth and development of team members.
* Foster open communication and trust within the organization, resulting in increased morale and job satisfaction.
* Provide administrative support to executives and team members, including managing calendars, recording meeting notes, scheduling meetings, and coordinating travel arrangements.
* Active member of the media and technology committee
* Endorsed by Steve Kerr and Radical Hope Group