

Suzanne Ferguson

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Key Skills

Mathematics; tutoring; education; accounts payable; customer service; sales; Microsoft Word, Excel, Access, Outlook, Powerpoint; Senior Systems; QuickBooks; Adobe Acrobat; Adobe Illustrator; HTML; LaTeX, ACT, travel booking.

Experience

2008–Present Int'l School of MN Eden Prairie, MN

Upper-school Mathematics Teacher

- Full-time mathematics teacher; taught AP Statistics, College Algebra, and Math 2 (Algebra and Geometry).
- Responsible for developing lesson plans, meeting with parents, and scheduling additional instruction for students grades 7 through 12.
- Middle School Mathematics League Coach, responsible for developing lessons, arranging travel to meets, and organizing student activities.

2003–Present Minneapolis, MN

Private Tutor

- Established as premier mathematics tutor for Twin Cities' secondary and postsecondary schools.
- Uses 10 years experience as teacher, tutor and mentor to tailor methods to meet each student's individual needs.
- Continually commended by parents and students for helping to raise and maintain students' grades.
- Extensive experience with AP Calculus. Has tutored multiple students to reach a 5 on the AP exam—the highest possible score.

2007–2008 Minnehaha Academy Minneapolis, MN

Business Office Assistant

- Assisted in the activities of the business office such as processing deposits, accounts payable invoice entry and basic use of the accounting package, and processing of bill payment.
- Maintained and ran the front desk and switchboard of a high school. Answer and redirect phone calls, assist in monitoring communication with maintenance staff, assist with security system monitoring, assist in monitoring the PA system, and program and set the bells.
- Performed the functions of an administrative assistant—filing, monitoring the fax machine, word processing, and data analysis using Excel and Access.

2003–2007 Vaisala, Inc. Minneapolis, MN

Receptionist

- Coordinated all travel arrangements including: booking airfare based on cost and efficiency, booking vehicle rental, booking hotel accommodations, routing complex multi-destination trips, and providing detailed driving directions. Maintained all associated data for travelers and supported travelers once on-the-road.
- Handled and maintained all files and paperwork for the FAA

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regarding quarterly inspections. Wrote an Access database to track all related data allowing faster, more accurate reporting. Scanned paper documents to PDF.

- Acted as single administrative assistant to office of 20 people in various departments. Handled office and vending machine maintenance, office supply stock, and kitchen needs.
- Supported Sales staff with bid proposal preparation and attended numerous trade shows as an exhibitor.
- Supported Customer Service as friendly and informative first contact for customer calls. Directed calls by maintaining interest and awareness of all projects and customer service issues.

1995–2005 CLH, Inc. Minneapolis, MN

Receptionist

- Managed receptionist desk for office of 20 employees prioritizing calls from contractors, customers and sales leads.
- Provided general office assistance in bookkeeping, customer service and sales.
- During acquisition of the company, assisted company executives with complex and confidential paperwork, and handled sensitive contacts with the potential buyer.
- Assisted the CFO in bookkeeping (accounts payable and accounts receivable) and data entry using QuickBooks.
- Assisted the President in preparing sales proposals to federal and state agencies.

2003–2005 Kaplan Test Prep St. Paul, MN

Instructor

- Was trained in the Kaplan Method to teach test preparation.
- Taught PSAT, SAT, ACT, and GRE test preparation in a class setting.
- Was trained to grade the SAT and ACT essay. Scored numerous essays on multiple occasions.
- Studied and prepared Kaplan lesson plans in preparation for training and teaching.
- Proctored PSAT, ACT, and SAT exams.

2001–2002 Wayland Academy Beaver Dam, WI

Mathematics Instructor

- Taught and wrote curriculum for Precalculus, AP Calculus AB and AP Calculus BC.
- Attended the Summer Session of *AP Vertical Training: Calculus* at Augsburg College, August 2001 to prepare to teach AP Calculus.
- Served as mentor to students and contact to parents for social, academic, and residential aspects of student life.
- Head coach of Forensics team, coach of Junior varsity volleyball team.
- Started Wayland's Quiz Bowl and Knowledge Master's Teams and coached Quiz Bowl team to qualify for National Competition.
- Actively helped Admissions in recruitment and discussions of giftedness.

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- Performed dorm supervisor and chaperone duties.

2000–2001 River Bluff Middle School Stoughton, WI

MathCounts Coach

- Recruited and coached River Bluff's first MathCounts team.
- Collaborated with Gifted and Talented coordinator.
- Prepared and presented activity for 120 students in grades 7-8 on the Golden Ratio.

1998–2000 TRIO – University of WI Madison, WI

Supplementary Instructor/Tutor

- Interacted with disadvantaged, first-generation college students in various settings: small group, individual tutoring, one-on-one conferencing, class.
- Monitored students progress through conferences and individual course evaluations.
- Acted as a liaison between faculty and TRIO staff to help students succeed in coursework.

1997-1998 ITCEP – Univ. of MN Minneapolis, MN

Supplementary Instructor/Tutor

- Developed and taught a portion of calculus curriculum for high school summer calculus program.
- Supervised evening and weekend activities.
- Assumed responsibility of instructor while instructor was on leave for junior high summer program.

Education

2003 University of St. Thomas St. Paul, MN

- Data-Driven Decision Making course (4.0 GPA)

2001 Augsburg College St. Paul, MN

- AP Vertical Challenge – AP Calculus (The College Board)

1998–2000 Univ. of WI - Madison Madison, WI

- B.S. Mathematics with Comprehensive Honors
- GPA 3.47/4.0, Major GPA 3.57/4.0

Awards

- Nominated for the Louise Troxell Award for outstanding upperclasswomen, March 2001.
- Awarded The Dr. Brenda Pfaehler Award of Excellence in recognition of excellence in service to TRIO students, December 2000.
- Awarded a University of Wisconsin Mathematics Department scholarship, May 2000.
- Awarded the Mark Mensink Research Grant/Award for senior thesis work entitled "Arrangements of Hyperplanes," Spring 2000.