

# SHANNON MARIE PALMLUND

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## OBJECTIVE

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*Obtain a challenging position that effectively utilizes my knowledge and degree, supplements my experiences, and creates life-long learning experiences for others.*

## TEACHING EXPERIENCE

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### ***Iroquois School District (Aug. 09 – Present)***

***Iroquois, SD***

- **English and Geography**

*Teach 9-12 grade English/Grammar/Literature/Speech classes. I also teach 7<sup>th</sup> grade geography.*

### ***Lake Preston School District (Aug. 03-May 08)***

***Lake Preston, SD***

- **After School Program Director** (Dec.'04–May'08)

*Founded the program: created all files for program and reported to State Social Licensing and State Government for 21<sup>st</sup> CCLC Grant, oversaw staff in after school care, set up daily and yearly programming and individualized content for students needing to meet Title I Goals, ran Summer Program (set up program, tailored it by added bridging activities to get students ready for the next school year), organized field trips and clubs, ordered supplies, worked closely with budget, created inventory logs, ordered supplies, and was also in charge of licensing and assessment paperwork for continuation of the program.*

- **High School Computer/8<sup>th</sup> Remedial/Sub** (Aug.'07–May'08)

*Taught K-6 grade computers in the classroom. I also worked with the teaching staff at the same time to get them ready to take over computer classes the following year. I taught Office, keyboarding, hardware, and troubleshooting.*

- **High School Computer/8<sup>th</sup> Remedial/Sub** (Aug.'05–May'07)

*Taught beginning and advanced computer skills in the high school: Office, website basics, some programming with HTML, and I also created the LP homepage and organized a school-wide web update in the '06-'07 school year.*

*I worked with struggling 8<sup>th</sup> grade students during 8<sup>th</sup> period on all subjects. I helped them stay organized and caught up on homework making sure they understood the content presented. I also subbed in K-12 classrooms quite often.*

- **Title/Special Ed.** (Aug.'04–May'05)

*Worked with 3-6 grade students that struggled in core subject areas in a Title setting. I focused on IEP's, lower-level and regular in-class student goals in/out of the room.*

- **Teachers Aide/Special Ed.** (Dec.'03–May'04)

*Worked with 6<sup>th</sup> grade students, pulling them from the classroom. I focused on IEP's, lower-level and regular in-class student goals in/out of the room. I Created and taught lessons, corrected papers, worked collaboratively with the classroom teacher as well.*

### ***Other Teaching Experiences***

- **Student Teaching:** Lake Preston Elementary 3<sup>rd</sup> grade (1<sup>st</sup> Semester, '03)
- **Level III:** Madison SD, Humbolt SD (Spring '03)
- **Level II:** Madison SD, DSU, Madison SD, Howard SD (Spring '01-Fall '02)
- **Level I:** Oldham SD, Sioux Falls SD (Fall '01)

## OTHER CURRENT WORK EXPERIENCE

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**Lyle Sings Inc.** (Summers Off and On)

**De Smet, SD**

**Order Entry and Secretarial Work**

- *I have worked at Lyle's off and on, usually during the Summer's in between college semesters. I am currently employed at Lyle Signs. I have worn many hats, but most of my jobs were in the office. I have enter orders, spoke as a customer service representative, answered phones and direct the calls and other clerical work like processing billing. I currently work with the computer system and am the secretary.*

**Spring 2003, Lon's Cocktail**

**Madison, SD**

**Noon Waitress**

- *Wait on tables, stock, clean-up duties, work cooperatively with co-workers and customers.*

**Summer 1996-2001, De Smet City & De Smet City Pool**

**De Smet, SD**

**Pool Manager/Assistant Manager/Lifeguard/Parks & Rec./Softball Coach**

- *Handled behavioral problems, office type duties, money, candy, swimming lessons, guards, certifications, maintenance, phones, and life guarding duties.*
- *Worked a great deal with parents and children.*
- *Worked with City Staff painting, weeding, cleaning, and other jobs involving park upkeep.*
- *Coached softball to girls ranging in ages from 6-15.*

## EDUCATION

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**2008–Present, Dakota State University (DSU)**

**Madison, SD**

- *Working towards a Masters of Science in Educational Technology (MSET)*

**2000–2003, Dakota State University (DSU)**

**Madison, SD**

- **B.S., Elementary Education.**
- **Endorsements:** *K-12 Educational Technology, 5-8 Middle Level English/Language Arts, 5-8 Middle Level Natural Science, 5-8 Middle Level Social Science, 5-8 Middle Level Mathematics, Pre Athletics Training Courses: High School Volleyball, Assistant High School and Elementary/Middle School Coaching*
- **Minors:** *MultiMedia/Web Design & Center of Excellence*
- **GPA:** *3.866/4.0 ~ Graduated magna cum laude.*
- *President's Honor List for Academic Achievement all seven semesters.*
- *Elementary Education Content Exam: High Performance (Fall 2003)*
- *Principles of Learning & Teaching PRAXIS K-6: (Fall 2003)*
- **Highly Qualified** *in all M.S. content areas as of (Spring '08)*

**1999–2000, North Dakota State University (NDSU)**

**Fargo, ND**

- **GPA:** *3.5/4.0*
- *Dean's List both semesters.*

**1996–1999, De Smet High School**

**De Smet, SD**

- **GPA:** *3.73/4.0*
- *Superior Honor Roll 1996-1999*

## CERTIFICATIONS/ACTIVITIES/HONORS/AWARDS

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Speech Communication Content Knowledge Test	April '10
English Language, Literature, and Composition Content Knowledge Test	March '10
Highly Qualified in all Middle School Curriculum	Spring 2008
Dept. of Social Services Pathways Instructor	Spring 2008
Grant Writing Certification	Spring 2005
Certified Instructor of First Aid, CPR, and AED	Summer 1998-Present
Center of Excellence	Spring 2002-Fall 2003
Dakota State University (KSI) Kappa Sigma Iota	Fall 2000-Fall 2003
▪ <i>Vice President and Web Developer ('02-'04)</i>	
South Dakota Education Association	Fall 2001-Fall 2003
Professional Education Student Advisory Committee	Fall 2002-Fall 2003
▪ <i>Organized meetings with Dean and staff on effectiveness of courses, instructors, organizations, etc.</i>	
Certified in Classroom Inc. Simulations	October 2002

## COMPUTER SKILLS

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- ***Highly excelled in use with PC Computer and programs:*** Microsoft Office '95-'10: Word, Excel, PowerPoint, Publisher, Access, Works and FrontPage. Macromedia: Flash, Fireworks & Dreamweaver. Adobe CS2: Photoshop, Illustrator, & Acrobat Professional. Other Programs: Server 2008, VMWare, Virtual PC, Quick Books Professional, wordpad, notepad, Hyper Studio, Logo, HTML, Visual Basic, Netscape Navigator, Internet Explorer, Firefox, Boolean Logic/Proximity Operators for searches, Inspiration, PhotoDraw, Smart/Pormetbean board, Web board/Discussion Board, Digital Camera, Typewriter, Scanner, Computer Hardware, Accelerated Reading and Math.

## REFERENCES

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- *Available upon request.*