

ANYIKA JORDAN

Profile June 2006 NYC Teaching Fellow – Elementary Ed. (General)

Experience

- 8/2008 – current **NYC Dept. of Education, P.S. 89 The Liberty School** **New York, NY**
Teacher, Elementary Education (Second Grade)
- 8/2006 - 6/2007 **NYC Dept. of Education, P.S. 045 Horace Greene** **Brooklyn, NY**
Teacher, Elementary Education (Third Grade)
- successfully managed an academically and behaviorally-challenged incoming class
- taught to each student's strengths by employing differentiated instruction methods
- 9/2005 - 4/2006 **Sterling and Ross Publishers – www.sterlingandross.com** **New York, NY**
Publisher's Assistant
- researched books using Nielsen Book Data
- monitored and coordinated calendar for all components of publishing cycle
- wrote sales copy for books in production
- 8/2004 - 3/2005 **Tutor.com - www.tutor.com** **New York, NY**
Account Manager, Marketing and Client Services
- clients included major educational institutions, state-funded educational programs, and libraries
- managed service roll-out, conducted training; shepherded post-sale relationship for major clients
- wrote and produced a web-based monthly newsletter for subscribed clients
- 2001-2004 **Case Development, Inc. – www.casedevelopment.com** **New York, NY**
Assistant to the Company President
- performed office management, purchasing, billing, and day-to-day client and vendor relations for design/build contractor specializing in high-end (\$500k - \$1mil+) lower Manhattan projects
- developed client pitch presentations, customized contracts, and wrote project progress reports
- 1999-2001 **Isbre Holding Corp. (NASDAQ/OTC: ISBH) - www.isbre.com** **New York, NY**
Corporate Communications Liaison: business writing, shareholder relations, administration
- 1997-1999 **Kaplan Fox & Kilsheimer LLP. - www.kaplanfox.com** **New York, NY**
Paralegal: research, exhibit production, and case coordination
- 1995-1996 **Jobson Publishing** **New York, NY**
Assistant Editor: copy editing (AP style) of trade magazine

Education

- 2006-2008 **Pace University** **New York, NY**
M.A. Elementary Education, degree expected December 2008. (Pace current GPA 4.0)
- 1995-1996 **New York University** **New York, NY**
M.A. Program, Graduate School of Arts and Sciences - Philosophy Department
Received NYU Dean's Travel Award to attend First International Women's Conf., Beijing, China 1995
- 1993-1994 **U.S. Fulbright Scholar** **Europe and Africa**
- 1989-1993 **Wellesley College** **Wellesley, MA**
B.S., Double major in Political Science & Philosophy
Varsity Lacrosse Team

Distinctions Computer Skills: MS Word, MS Excel, Power Point, Desktop Publishing