

Jennifer Maddox

5203 Stanfield Road, Spotsylvania, VA 22551 • Home: 540.582.5221 • Cell: 540.834.3268 • Wjmaddox@comcast.net

Professional Summary

Enthusiastic lifelong resident with proven leadership qualities. Motivated by a desire to make our community better for our citizens.

Skills

- Strong written and verbal communicator
- Positive and encouraging
- Good listener
- Firm grasp county policies and procedures
- Open-minded and fair
- Background in making business decisions

Work History

Sales Manager, 06/1993 to 01/2002

GEICO – Fredericksburg, VA

- Supervised a sales force of 150 sales associates and 20 sales supervisors.
- Planned and directed staff training and performance evaluations, including hiring and dismissals.
- Reviewed operational records and reports to project sales and determine profitability.
- Approved all sales staff budget expenditures.
- Promptly resolved all customer requests, questions and complaints.

Elementary School Teacher, 01/2002 to 06/2003

Fredericksburg City Public Schools – Fredericksburg, Virginia

- Instructed up to 20 students individually and in groups.
- Adapted teaching methods and materials to meet students' varying needs and interests.
- Met regularly with parents and guardians to discuss children's progress.
- Observed and evaluated students' performance, behavior, social development and physical health.
- Encouraged interactive learning by incorporating educational software and the Internet.
- Planned and implemented creative lessons in accordance with district, county, state and federal guidelines.

Elementary School Teacher, 06/2003 to Current

Spotsylvania County Public Schools – Spotsylvania, Virginia

- Instructed up to 25 students individually and in groups.
- Adapted teaching methods and materials to meet students' varying needs and interests.
- Met regularly with parents and guardians to discuss children's progress.
- Observed and evaluated students' performance, behavior, social development and physical health.
- Encouraged interactive learning by incorporating educational software and the Internet.
- Planned and implemented creative lessons in accordance with district, county, state and federal guidelines.

Education

Master of Arts: Education, 2006

University of Mary Washington - Fredericksburg, VA

Bachelor of Arts: History, 1993

University of Mary Washington - Fredericksburg, VA

Associate of Arts: Education, 1991

Germanna Community College - Fredericksburg, VA

High School Diploma: 1989

Spotsylvania High School - Spotsylvania Courthouse, VA