

KAYLEE ROBERT TEJEDA

EMPLOYMENT

08/13 to present: Tutor.com *Online mathematics tutor* PT (800) 411-1970 or (212) 528-3101

- Provide online mathematics tutoring to a wide variety of students from middle school up to graduate school located in all areas of the United States, including mostly online learning arrangements.

01/10 to 05/10 and 5/12 to 12/13 UNM Math Dept. - Alb., NM: *Teaching Assist.* Super.: Derek Martinez (505) 277-4613

- Taught one section of College Algebra 121 with an enrollment of up to 50 students with the help of an undergraduate grading assistant.
- Administered web-based learning resources, gave regular lectures, arrange guided group work, graded homework and exams, generated lesson plans and course content, met with students during office hours.
- I also graded for upper division and graduate-level math courses such as Differential Equations, Linear Algebra, Complex Variables and Applied Matrix Theory as a requirement of the contract.

08/07 to 05/10 UNM Physics Dept. - Alb., NM: *Supplemental Instructor* PT Super: Daniel Finley (505) 277-8487

- Held voluntary sessions three times a week to supplement the lectures and instruct proper problem solving skills in each of the introductory physics courses.
- Attended lectures, kept up with the reading and assignments given to students.
- Provided test review sessions.
- Gave lectures in the main class at professor's request.

09/08 to 12/09 UNM Athletic Dept. - Albuquerque, NM: *Math Tutor* PT Supervisor: Katie Scanlon (505) 277-0721

- Tutored UNM athletes in Math and Stats while in group and individual settings.
- Ensured success of student athletes by monitoring them and reporting.

06/07 to 07/07 (& '08 & '09) UNM Engineering Dept. - Albuquerque., NM *Math Instructor* PT Supervisor: Maurice Thompson (505) 277-5846

- Created and taught a curriculum for the Summer Transportation Institute program aimed at high school sophomores and juniors with the purpose of generating motivation and interest in the mathematical sciences. With an emphasis was placed on word problems and teamwork, the students were also given an opportunity to prepare for college level mathematics.

08/06 to 5/07 UNM CAPS- Albuquerque, NM *Math Team Coordinator* PT Supervisor: Michelle Steiner 505-277-7208

- Tutored undergraduate students in all levels of Mathematics, Statistics, and other related subjects for the Center for Academic Program Studies, the main tutoring service at the University of New Mexico.
- Coordinated entire Mathematics Team, including schedules, team meetings, keeping track of semester records, discipline, and mentoring; and acted as Head Tutor by taking over and assisting students when the other tutors were unable due to academic limitations.
- Acted as a liaison between tutors and CAPS Staff, and between CAPS and the Mathematics Department.

08/04 to 8/06 TVI/CNM – Alb., NM: *Physics/Math/Stats Tutor* FT Supervisor: Gary Woodworth (505) 224-5691

- Tutored TVI/CNM (Central New Mexico Community College), UNM, and Albuquerque Public School students with all levels of Mathematics, Statistics, Physics, and other related subjects.
- Collaborated with instructors to organize, develop, and teach supplementary workshops regarding introductory math for Biology and Chemistry students, as well as several specific workshops for Physics students.
- Worked with a team of tutors, department chairs, faculty, and administration to implement a series of presentations addressing basic review concepts for the math placement exam.

EDUCATION

8/96 to 12/03 and 5/05 to 7/14 University of New Mexico Albuquerque, NM

- BS in Pure Mathematics with a minor in Physics, graduated Cum Laude in 12/03.
- MSc in Applied Mathematics, emphasis in Computational Science, and Mathematical Physics. Finished my thesis work and graduated Magna Cum Laude in the summer of 2014.

ACQUIRED SKILLS

My first jobs were while attending Cobre High School in Bayard, NM. I was an assistant teacher for the summer Algebra class as well as the assistant to the head of the IT department installing a computer network for the school district. As an undergraduate in college, I originally had work-study positions in the service sector. The second half of my undergraduate years offered the opportunity to gain experience as an undergraduate researcher writing computer algorithms in C++ to retrieve detailed information recorded from ultra-short laser pulses. I continued working with the Physics department as the demonstration technician for the undergraduate classes and labs. I spent the last year of my undergraduate career as a tutor for the student athletes.

After I finished my Bachelor's Degree, I continued to tutor and teach college level Math and Physics courses. The material ranged from remedial math and introductory physics through advanced calculus and beyond, even some graduate level mathematics. I worked with a diverse population of students, including adult learners and special needs students, and all age ranges from middle school up through senior citizens. While at TVI/CNM, I was certified at the highest level for the College Reading and Learning Association as a Level III Master Tutor. I possess an ability to work with students of virtually any ability level and academic direction due to my experience of tutoring and teaching in the Engineering, Physics, Mathematics and Athletic departments of UNM, as well as previous work in more publicly open settings such as UNM CAPS and CNM.

While attending Graduate School, I developed as an educational coordinator and an instructor, as well as further honing my skills as a grader and private tutor. After four years of coursework and exams, I took a break from the University to travel and gain experience working in some applied real-life situations. I traveled to Peru where I worked on an organic coffee farm, and then lived on a wildlife reserve in rural Arkansas where I helped in the building of a home. I then returned to New Mexico and worked for a while in the photovoltaic industry as a solar electric installer hired on a temporary seasonal status. Simultaneously, I started helping a friend develop a nutritional education and herbal supplement business as well as perfecting my trade as a private tutor for adult learners and college students. Eventually, I had the chance to return to UNM to complete my graduate work while teaching College Algebra and working on a thesis in Mathematical Physics and Scientific Computing. I completed my Masters Degree in Applied Mathematics in July of 2014, by which point I accumulated 4 semesters of teaching experience in the Mathematics Department on top of my 6 semesters of instructing in the Physics Department. Being done with my Masters Thesis, I plan to continue teaching mathematics in whatever capacity I am able.