

# Kristen Townsend

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## Experience

### **4th Grade Math Teacher | John F. Kennedy Elementary | Kingsport, TN July 2025 - Present**

- Planned and delivered standards-based fourth grade math instruction using the Eureka Math curriculum for multiple class sections.
- Analyzed assessment and benchmark data to drive instruction, differentiate learning, and provide targeted small-group interventions.
- Created engaging, hands-on lessons incorporating technology, visual models, collaborative learning, and real-world applications.
- Designed scaffolded instructional materials and differentiated resources to support diverse learners and varying academic needs.
- Fostered a positive, relationship-centered classroom environment focused on student confidence, growth mindset, and social-emotional learning.
- Integrated educational technology platforms including Boxlight, MasteryConnect, iXL, Reflex, and ClassDojo to support instruction and communication.
- Collaborated with administrators, interventionists, special education staff, and grade-level teams to support student achievement and instructional planning.
- Maintained consistent communication with families regarding student progress, behavior, and academic support strategies.
- Developed creative multimedia and digital learning resources, including instructional videos and interactive classroom content, to increase student engagement and motivation.
- Implemented classroom management systems emphasizing positive reinforcement, accountability, and student leadership.

### **AI Trainer – Generalist | Outlier AI | Remote/Online August 2024 - July 2025**

- Analyzed and rated AI-generated outputs for accuracy, clarity, and alignment with human expectations.
- Provided feedback to improve the performance of AI systems across various domains.
- Applied strong attention to detail and critical thinking to evaluate nuanced responses.
- Contributed to the development of AI tools designed to support teaching, learning, and creative tasks.

### **Pre-K Teaching Assistant | Early Learning Center | Johnson City, TN May – August 2024**

- Led afternoon instructional activities for Pre-K students, focusing on play-based learning and readiness skills.
- Implemented age-appropriate classroom management strategies to maintain a safe and nurturing environment.
- Facilitated social-emotional development through structured routines and positive reinforcement.
- Assisted in individualizing instruction based on developmental milestones and student needs.
- Communicated effectively with lead teachers and families to support student progress.
- Created engaging learning stations and led circle-time discussions.
- Modeled positive behavior, conflict resolution, and respectful communication.

**Substitute Teacher | ESS | Sullivan County & Kingsport, TN January 2024 - Present**

- Delivering engaging and effective instruction across various subjects and grade levels
- Maintaining discipline and order within the classroom
- Adapting to diverse teaching environments and instructional formats,
- Promoting student engagement, participation, and critical thinking skills,
- Collaborating with school administrators, teachers, and support staff,
- Administering assessments, evaluating student performance, and providing feedback,
- Prioritizing the safety and well-being of students
- Engaging in ongoing professional development opportunities.

**Senior Staff Accountant | Freedman, Martinez & Associates, Inc. | Riverside, CA July 2017 – February 2024**

- Reconciled bank accounts and generated payroll journal entries
- Provided financial analysis and statements
- Managed business client accounts
- Supervised office and client meetings

**Quality Assurance | Golden West Biologicals | Lake Elsinore, CA. November 2009 – July 2017**

- Quality assurance for corporate office and all manufacturing facilities
- Conducting audits of laboratories and suppliers
- Retrieval and maintenance of controlled records
- Generating and investigating Corrective & Preventative Actions, Non-Conformances and Customer Complaints
- Writing and maintaining controlled standard operating and quality system procedures in accordance with FDA and ISO standards
- Implemented systems to streamline processes for increased efficiency
- Handled many client and FDA audits and was integral in obtaining ISO 9001 and ISO 13485 certifications from the initial audit and acceptance to re-certifications thereafter

**Student Teaching Internship:**

**KAT Program - Andrew Johnson Elementary | Kingsport, TN**

- Completed 700 hours with kindergarten and second grade students.
- Designed and implemented engaging lessons aligned with TN state standards, NGSS 3D Science, and the 5Es inquiry model.
- Differentiated instruction using individualized supports, interest-based materials, and data-driven small groups.
- Built strong, meaningful relationships with students, families, and staff, fostering a warm and inclusive classroom environment rooted in empathy and respect.
- Proctored TCAP assessments for multiple classes strictly following Tennessee security protocols and coordinating approved accommodations for IEP and ELL learners.

**Skills & Software:**

<b>Office Software &amp; Skills</b>	<b>Creative Tools &amp; Educational Technology</b>
Microsoft Office	Canva
Microsoft Excel & Word	WordPress
Microsoft Powerpoint	Cricut Design Space
Customer Account Management	Stop Motion Studio & Green Screen

Quickbooks Online	CapCut
Quickbooks Desktop 2010 – 2024	Procreate
Typing 80 WPM	Adobe Illustrator
<b>Curriculum</b>	YouTube Channel/Video Editing
HMH Into Reading	Google Workspace for Education
Great Minds - Eureka	Google Certified Educator – Level 1

**Education:**

**East Tennessee State University, Johnson City, TN** **May 2025**  
**Degree Program:** B.S.E.D. Elementary Education **GPA: 4.0**  
**Major:** Elementary Education K-5  
**Honors:** Summa Cum Laude  
Dean’s List 2023 - 2025

**Northeast State Community College, Blountville, TN** **May 2023**  
**Degree Program:** AS General Education **GPA: 4.0**  
**Concentrations:** Science and Secondary Education  
**Honors:** Summa Cum Laude  
Dean’s List 2022 – 2023

**Professional Development:**

**Gilbreath Literacy Council / Literacy Association of Tennessee (LAT)**

*Member & National Convention Support Volunteer*

- Attend monthly virtual meetings, regional events, and national literacy conferences
- Selected to assist in organizing and hosting the **2024 LAT National Convention**
- Engage in ongoing professional learning focused on reading instruction, literacy equity, and best practices for K–5 educators

**Certifications:**

**Teaching Practitioner License – Tennessee Department of Education** **Expiration: May 2028**  
K–5 Practitioner license (pending issuance) earned through completion of all Tennessee exams, edTPA, and a 700-hour KAT residency.

**English as a Second Language Endorsement, K–12 – Tennessee Department of Education** **Expiration: May 2028**

Authorized to deliver language-development instruction and sheltered content support for multilingual learners across all grade levels (pending issuance).

**CPR, First Aid, and AED Certified – American Heart Association** **Expiration: March 2026**  
Certified in infant, child, and adult life-saving procedures.

**Google Certified Educator – Level 1 (Current)** **Expiration: October 2026**  
Proficient in using Google Workspace for Education tools to enhance instruction and organization.

## **Research & Honors Projects**

**Phi Theta Kappa Honor Society** – *Vice President of Fellowship & Historian*

*Honors in Action Research Project | 2023*

- Researched the effects of Adverse Childhood Experiences (ACEs) and childhood trauma on elementary-aged students.
- Co-led professional development workshops for the YMCA and local schools, teaching play therapy strategies to help educators support students dealing with trauma.
- Contributed to chapter planning, leadership, and documentation as part of the officer team.
- **International Awards:**
  - *Distinguished Honors in Action Project Award*
  - *Distinguished Chapter Award*
- **Regional Awards:**
  - *Chapter of Light*
  - *First Place – Distinguished Chapter*
  - *First Place – Distinguished Honors in Action Theme*
  - *First Place – Distinguished Honors in Action Project*