

**Shirley M. Nelson**

## EXECUTIVE SUMMARY

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Astute business owner and educator with strong combination of cross-functional experience in diverse learning environments (intervention, enrichment, English as a Second Language (ESL), multi-cultural, small villages, public, and private schools) with a focus on literacy, result driven.

### Strengths:

#### Business / Finance

- ✚ Business owner of Blue Sky Reading and Writing Education Center.
- ✚ Functioned as general contractor overseeing the building of new teaching studio.
- ✚ As owner of piano store, Pianos Unlimited awarded Steinway & Sons Top Sales for North America-Small Market.
- ✚ Managed and owner of commercial building.
- ✚ Chair of Budget Advisory Commission for Municipality of Anchorage (MOA) and Anchorage School District (ASD); appointed position by mayor for second three year term. Advising and presenting to MOA Administration, Assembly members, ASD Administration and the School Board on budget recommendations. Budgets of +\$400 million MOA and +\$870 million ASD.

#### Education

- ✚ Reading & Writing Educational Program for students ages 4 and older
- ✚ Develop and implement curriculum for mainstream and special need students
- ✚ Learning & Development Program for Corporations and Business- focusing on delivery of Basic Business Communication Skills, including “soft skills”.
- ✚ Curriculum Development and Assessment needs specialist.
- ✚ Uncompromising advocate of the view that “all can learn” and facilitator of learning through a positive environment that encourages student exploration and promotes self-esteem.
- ✚ Formed major partnerships with community. Sought input and meaningful involvement from educational stakeholders through roundtables, business-education partnerships, and educator-parent forums.
- ✚ Introduced a number of multicultural programs; look for and embrace the uniqueness & talent of all.
- ✚ Developed a management-by-objective model wherein all staff have the opportunity to identify instructional and operational objectives; the program provided a more unified direction.

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### **Kuspuk School District / Elementary & Principal Teacher—Crooked Creek, AK (1977-86)**

- Elementary classroom teacher. Principal Teacher, responsible for entire school.
- Curriculum development for Elementary levels & textbook selection committee.
- Developed and coached cross-country ski program, K-12; H.S. Basketball coach.
- *Awarded Teacher of the District, 1984*

### **EDUCATION & LICENSURE**

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- BS Elementary Education; Minors-Language Communications, Learning Disabilities  
University of Southern Maine (1977)
- “Highly-Qualified” No Child Left Behind (NCLB) (2005)
- State of Alaska Teacher Certified (1977-Present)

### **ORGANIZATIONS**

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- Anchorage Chamber of Commerce
- East Anchorage Rotary- Volunteer teaching English- Volcanes Elementary School, Puerto Vallarta, Mexico; Fresh Water Project and Mobile Food Pantry.
- Covenant House-Volunteer Job Skills
- Chief Justice Dana Fabe, Success Inside and Out Program-Hiland Mountain Correctional Center for Women- Invited to participate teaching Business Writing Skills to inmates
- Imagination Library—original Steering Committee
- MOA/ASD—Chair, Budget Advisory Commission
- State of Alaska, Foster Parent Program, (1981-1992)
- Close-Up Alaska Government Program for students: Juneau & Washington, DC

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August 4, 2014

Dianne Blumer, Commissioner  
State of Alaska  
Department of Labor and Workforce Development  
P.O. Box 111149  
Juneau, AK 99811-1149

RE: Position

Dear Diane:

As per our conversation I am forwarding my resume for consideration of a position on a board or commission. As a business owner and educator in Alaska for over 34 years, I would bring to the State a broad range of skills, and am eager to expand my opportunities as a professional.

- Excellent ability to collaborate and lead a team, with clear objectives and result driven.
- Literacy Specialist, developing and implementing programs to meet needs.
- Uncompromising advocate of the view that "all can learn".
- Chair of current Budget Advisory Commission for Anchorage and Anchorage School District, 2<sup>nd</sup> 3-year appointed term by Mayor of Anchorage.

With strong communication, organizational, and management skills, I am confident that I can be a valuable asset to programs, projects, boards, or commissions. I feel my ability to assimilate new ideas and concepts, and my dedication to education would be of great benefit as well.

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at (907) 240-3664 or by e-mail at [shirleyn@blueskyreading.com](mailto:shirleyn@blueskyreading.com). I have enclosed my resume for your review, and I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

Shirley Nelson