

Suzanne Ferguson

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Objective To obtain a full-time mathematics teaching position in a private high school. To share my love of mathematics with students who are in an environment that encourages academic excellence and nurtures each student so that he or she can perform to the best of his or her ability.

Education

2003	University of St. Thomas	St. Paul, MN
▪ Data-Driven Decision Making course (4.0 GPA)		
2001	Augsburg College	St. Paul, MN
▪ AP Vertical Challenge – AP Calculus (The College Board)		
1998–2001	Univ. of WI - Madison	Madison, WI
▪ B.S. Mathematics with Comprehensive Honors		
▪ GPA 3.47/4.0, Major GPA 3.57/4.0		

Awards

- Nominated for the Louise Troxell Award for outstanding upperclasswomen, March 2001.
- Awarded The Dr. Brenda Pfaehler Award of Excellence in recognition of excellence in service to TRIO students, December 2000.
- Awarded a University of Wisconsin Mathematics Department scholarship, May 2000.
- Awarded the Mark Mensink Research Grant/Award for senior thesis work entitled “Arrangements of Hyperplanes,” Spring 2000.

Relevant Experience 2003–Present FergusonTutoring.com Minneapolis, MN

Private Tutor

- Established as premier mathematics tutor for Twin Cities’ secondary and postsecondary schools.
- Uses 10 years experience as teacher, tutor, and mentor to tailor methods to meet each student’s individual needs.
- Continually commended by parents and students for helping to raise and maintain students’ grades.

2003–2005 Kaplan Test Prep St. Paul, MN

Instructor

- Taught PSAT, SAT, ACT, and GRE test preparation.
- Received training in SAT and ACT essay.

2001–2002 Wayland Academy Beaver Dam, WI

Mathematics Instructor

- Adapted standard curricula and developed classroom materials for Precalculus, AP Calculus AB, and AP Calculus BC.
- Taught five sections total of: Precalculus, AP Calculus AB and BC.
- Served as advisor and mentor to students and parents in all aspects of student life. Including social, academic, and residential.
- Head coach of Forensics team, coach of Junior varsity volleyball team.

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- Established Wayland's Quiz Bowl and Knowledge Master's Teams. Coached Quiz Bowl team to qualification for National Competition.
- Performed dorm supervisor and chaperone duties.

2000–2001 River Bluff Middle School Stoughton, WI

MathCounts Coach

- Recruited and coached River Bluff's first MathCounts team.
- Collaborated with Gifted and Talented coordinator.
- Prepared and presented activity for 120 students in grades 7-8 on the Golden Ratio.

1998–2000 TRIO – University of WI Madison, WI

Supplementary Instructor/Tutor

- Interacted with disadvantaged, first-generation college students in various settings: small group, individual tutoring, one-on-one conferencing, class.
- Monitored students progress through conferences and individual course evaluations.
- Acted as a liaison between faculty and TRIO staff to help students succeed in coursework.

Additional Experience

2007–Present Minnehaha Academy Minneapolis, MN

Business Office Assistant

- Assist with accounts payable for the business office.
- Maintain and run the front desk and switchboard of the high school.
- Perform the functions of business office administrative assistant.

2003–2007 Vaisala, Inc. Minneapolis, MN

Receptionist

- Coordinated all travel arrangements.
- Handled and maintained all files and paperwork for the FAA and wrote an Access database to track all related data .
- Acted as single administrative assistant to office of 20 people in various departments.
- Supported Sales staff with bid proposal preparation and attended numerous trade shows as an exhibitor.
- Supported Customer Service as friendly and informative first contact for customer calls. Directed calls by maintaining interest and awareness of all projects and customer service issues.
- Planned, attended, and ran 2004 Commercial Weather Services Association (CWSA) annual meeting in Washington, D.C.

Key Skills

Strong interpersonal skills; mathematics; teaching; Texas Instruments graphing calculators; Mathematica; Maple; LaTeX; Microsoft Office: Word, Excel, Access, Outlook, PowerPoint; Adobe Acrobat; Adobe Illustrator; Senior Systems (Academic Information Database); QuickBooks; HTML; accounts payable; customer service; sales.