

BROOKE HOPKINS

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PROFESSIONAL EXPERIENCE

THE LITTLE SCHOOL

Clarkesville, GA

Head of School

January 2016 - July 2017

- Launched and managed the school's second annual fund campaign, which reached 100% community participation (faculty, staff, board members, and parents)
- Improved teacher retention rate from 40% the previous year to 85% for the 2016/2017 school year
- Redesigned budget and purchasing policies to minimize waste, maximize educational results, decrease the faculty-to-student ratio, and substantially raise faculty salaries
- Streamlined marketing materials and strengthened brand recognition in the community
- Clarified school policies and procedures through clear communications and a tightening of the community's commitment to the mission and core values
- Significantly increased school spirit and pride through a series of special events, scheduled and surprise student activities, and consistent teacher appreciation efforts
- Managed daily operations during the school's merger with Rabun Gap - Nacoochee School (effective July 1, 2017)

Member, Board of Trustees

January 2015 - December 2015

- Created the school's second annual fund drive, which reached 100% faculty/staff, board, and parent participation

NOAH'S ARK COMPANION ANIMAL HOSPITAL & HUMANE SOCIETY

Franklin, NC

Assistant to the Director

March 2015 - December 2015

- Developed marketing materials, managed electronic communications and social media presence, and maintained website
- Researched grants and coordinated fundraising to help fund the non-profit humane society portion of the business

RABUN GAP - NACOOCHEE SCHOOL

Rabun Gap, GA

Director of English Immersion

August 2013 - June 2015

- Redesigned traditional ESL program to better serve international students in an English Immersion setting
- Conducted international admissions interviews and aided the international admissions process

PURNELL SCHOOL

Pottersville, NJ

Director of the Affinities Program

June 2007 - June 2013

- In 2007, created the Affinities Program, a comprehensive four-year program to help students with learning differences discover their strengths, engage meaningfully in school, and realize their college and career goals
- Acted as liaison for the school's external relations through various speaking engagements and networking opportunities

Internship Coordinator and Career Counselor

August 2007 - June 2013

Individual Learning Plan Coordinator

August 2008 - June 2013

Dorm Parent

August 2005 - June 2013

Spanish Teacher (9 - 12)

August 2005 - June 2007

WESTERLY SCHOOL OF LONG BEACH

Long Beach, CA

Spanish Teacher (K - 8)

September 2003 - June 2005

SANTA ANA UNIFIED SCHOOL DISTRICT

Santa Ana, CA

Student Teacher (bilingual grades K and 5)

January 2003 - June 2003

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SPECIALIZED SKILLS

Big picture thinking and creative problem solving while maintaining attention to detail
Especially adept with managing complex logistical, scheduling, and budgeting tasks
Engendering school spirit and community pride with all students, parents, faculty and staff
Deep interest in and commitment to progressive education
Identifying needs or deficits and addressing them strategically and creatively
Organization and follow-through when completing and managing tasks
Superb verbal and written communication skills
Developing and executing fundraising campaigns
Extensive experience in developing, delivering, and overseeing individualized instruction
Utilizing an eye for design, along with graphic design materials, to create marketing materials

PROFESSIONAL DEVELOPMENT

Gurian Certified Trainer; *August 2016*
North Georgia Community Foundation Workshop: **Developing Winning Grant Proposals**; *April 2016*
MIT Grant Writing Workshop (online); *August 2015*
Constant Contact Webinar: **Getting Real Results from Social Media**; *June 2015*
Canva Exclusive Webinar: **Advanced Canva Tips**; *June 2015*
NAIS / TABS Global Symposium; *April 2014*
Personal Learning Networks Training; *30 hours during the 2011 - 2012 school year*
NAIS School Leadership Institute; *August 2011*
NJ AIS Roundtable Discussion on **Gender and Sexuality**; *April 2011*
NAJIS Emerging Leaders Symposium; *40 hours during the 2010 - 2011 school year*
Bicentennial Education Symposium: **Education in the 21st Century**; *June 2010*
SIMS Curriculum Development Training; *30 hours in June and September 2008*
Why Gender Matters Lecture and Discussion with **Dr. Leonard Sax**; *March 2008*
Diversity Workshop on **Gender and Sexual Orientation**; *20 hours in fall 2007 and winter 2008*
All Kinds of Minds® **Generalist Certification**; *40 hours in January 2007*
Covey Workshop; *20 hours in fall 2006 and winter 2007*
Learning and the Brain Conference; *November 2007*
Self-Esteem Teacher Lecture and Discussion with **Dr. Robert Brooks**; *8 hours in December 2007*

COMMITTEES SERVED

Discipline Committee Head, **The Little School**; *January 2016 - July 2017*
Admissions Committee Member, **The Little School**; *January 2016 - July 2017*
Financial Aid Committee Member, **The Little School**; *January 2016 - July 2017*
Fundraising Committee Member, **The Little School Board of Trustees**; *January 2015 - December 2015*
Academic Council Member, **Rabun Gap - Nacoochee School**; *August 2013 - June 2015*
International Support Team Member, **Rabun Gap - Nacoochee School**; *August 2013 - June 2015*
Accreditation for Growth (AFG) Committee Member, **Purnell School**; *August 2005 - June 2013*
Technology Cohort Member, **Purnell School**; *August 2009 - June 2010*
Scheduling Committee Member, **Purnell School**; *August 2008 - June 2009*
Diversity Committee Member, **Purnell School**; *August 2007 - June 2008*

PROFESSIONAL ACCOMPLISHMENTS

100% Community Participation in The Little School's Annual Fund Campaign; *April 2016*
SAIS Membership Candidacy for The Little School; *May 2016*
Featured on *Better Educators* Podcast; *November 2013*
Purnell School Graduation Speaker; *June 2012*
NJAIS Conference Presenter; *October 2008, October 2010, October 2012*
Keynote Speaker at Purnell School Alumni Reunion Events; *Feb/Nov/Dec 2010, May 2011, April 2012*
Parents' Weekend Keynote Speaker: Women in Leadership at Purnell School; *October 2012*
NAIS School Leadership Institute Participant; *August 2011*
Purnell School Parents' Weekend Presenter: Maximizing One's Strengths; *October 2010, October 2011*
Creator of the Purnell School Professional Women's Speaker Series; *September 2010*
Formatting Workshop Presenter, Purnell School; *January 2010*
Personal Leadership Group Leader, Purnell School; *October 2007 - June 2008*

EDUCATION

Master of Arts in Teaching

University of California, Irvine; *August 2003*

Bilingual Teaching Credential

University of California, Irvine; *August 2003*

Bachelor of Arts in Spanish (Emphasis in Teaching Language and Culture)

Minor in Education

University of California, Irvine; *August 2002*

REFERENCES

Ms. Katey McPherson

Executive Director, The Gurian Institute
(602) 881.8253
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Ms. Jennifer Hill

Education Director (former), The Little School
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Ms. Nichole Healy

Accounts Manager (former), The Little School
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Ms. Tricia Hise

Member of the Board of Trustees (former) and Parent, The Little School
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Ms. Dawn Todd

Co-Owner, Noah's Ark Companion Animal Hospital
Founder and Director, Noah's Ark Humane Society
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