

Benjamin J. Potter

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Summary: Impassioned and veteran educator awarded Clear Creek School District's Teacher of the Year. Named Clear Creek School District's Coach of the Year. Served as the Language Arts Department Chair, new teacher mentor, Salary Committee Chair and Secondary Writing Committee Representative, along with teaching multiple sections of US Literature, World Literature, British Literature and various accelerated and remedial composition and literature courses.

Professional Experience:

Branch Manager
S-E-A, Ltd.: Golden, CO, 2015-Present

- Manage day-to-day operations, staff, financial planning, marketing strategies and project coordination for the Denver branch of a nationally recognized forensic engineering firm
- Oversaw all aspects of branch start-up from space planning and market development to personnel and budgeting considerations
- Directed quality control for professional engineering reports
- Exceeded budgeted revenue in 2016 by 54% and earned the designation of most successful branch start-up in company history

Secondary Language Arts Teacher
Clear Creek High School: Evergreen, CO, 2008- 2015

- Planned, taught and assessed multiple sections of World Literature, American Literature, British Literature, College Preparatory English, Composition, and Public Speaking
- Implemented technology, various instructional and assessment approaches, tailored individual education plans and classroom management methods to produce a productive, relevant and encouraging learning environment
- Assisted in the planning and writing of new district curriculum guidelines to meet state, district and individual instructional goals
- Founded and coached state playoff qualifying varsity soccer program
- Achieved a designation of *Accomplished* for professional practices in correspondence with the assessment program outlined by State Senate Bill 191 for all professional educators in Colorado

English as a Foreign Language Teacher
Caledonian School: Prague, Czech Republic, October 2007- 2008

- Tailored ESL courses to meet clients' needs in a variety of settings that included schools, businesses and private venues
- Led courses in general English, business and industry English, exam preparation and conversational English

English as a Foreign Language Teacher/ Language Arts Teacher
Centro Educativo Integral Campus Orizaba: Orizaba, Mexico, July 2007- October 2007

- Created and implemented the English component for a bilingual secondary school while also functioning as Assistant to the Director of English Studies
- Responsible for translating school documents from Spanish to English

English as a Foreign Language Teacher
Inlingua: Andorra La Vella, Andorra, 2006- 2007

- Developed personalized language services for professionals and non-professionals
- Assessed skill sets and developed action plans and lessons to meet specific goals

Education: *University of Colorado Denver, Denver, Colorado*
Master of Education: Information and Learning Technology with a focus in eDesign
In Progress

Active Language Centro de Idiomas & ELT Teacher Training, Cadiz, Spain
Trinity College of London Accredited TESOL Certificate
Completed 2006

Ohio University, Athens, Ohio
Bachelors of Science in Education: Integrated Language Arts
University of Wales, Swansea, Wales- Study Abroad, Fall 2004
Completed 2005

Professional

Involvement:	Clear Creek High School Varsity Head Soccer Coach	2008-2015
	Director Clear Creek Secondary Writing Assessment	2012-2015
	Language Arts Department Chair	2013-2015
	Salary Committee Representative	2014-2015
	New Teacher Mentor	2013-2014
	Education First Tour Leader (Eastern European Tour)	2013
	Passports Assistant Tour Leader (Paris, France)	2010
	Education First Tour Assistant Coordinator (Spain)	2009
	Yearbook Advisor	2009-2010

Awards:	Clear Creek School District Teacher of the Year	2014-2015
	Clear Creek School District Coach of the Year	2013-2014

Organizations &

Activities: Rocky Mountain Property Claims Association
Claims and Litigation Management Alliance
National Council of Teachers of English
Denver Kickers Soccer Club
Volunteer Soccer Coach Stingers Soccer Club
Co-Sponsor Annual Clear Creek Haunted School House
Santa Coloma FC
Professional Ski Instructors of America (PSIA)
Ohio University Men's Soccer Team
First Team University of Wales Soccer Team