

MAXWELL GUTTMAN

SKILLS

PROFESSIONAL

Project-based learning
Curriculum development
Special education instruction
Strategic planning + organization
Dialogue facilitation
Copy writing and editing
Public speaking
AP style
Social media
Detail-oriented

TECHNICAL

Apple iLife, Pages, Keynote
iOS, OS X, Windows
Adobe Photoshop, InDesign
Adobe mobile suite
Microsoft Word, Powerpoint
Wordpress
Markdown
CSS, HTML (working knowledge)
Quick to learn new software

CREATIVE

Graphic design
Photography, photojournalism
Lettering
UI design
Video production
Technical theatre
Slam poetry
Trombone, guitar, drums/percussion


EDUCATION

BA, Educational Studies
BA, English/Creative Writing
MACALESTER COLLEGE, 2016
GPA 3.43/4.00
Dean's list

PROFESSIONAL EXPERIENCE

Special Education Assistant


AVALON SCHOOL / ST. PAUL, MN / AUG 2016 - PRESENT

Work directly with special education students in grades 6-12 to support their success in a full-inclusion, project-based learning school; collaborate with special education case managers and general education teachers to create solutions for students' needs; vote-bearing member of teacher cooperative; member of equity committee and facilitation cohort.  avalonschool.org

Instructor/Advisor

EXPLORATION SCHOOL, EXPLORATION AT WELLESLEY / WELLESLEY, MA / JUN 2013 - JUN 2015

Experience-based academic enrichment summer program for ages 12-15 from around the world.

Developed curriculum for courses on rock music, creativity challenges and non-traditional percussion; taught courses on creativity challenges and non-traditional percussion; advisor for small groups of students, facilitating group community and supporting individual students' social/emotional wellbeing; created and facilitated an LGBTQ+ discussion group; directed student music performances; led staff in creative and secretarial tasks; mentored new staff; designed posters and flyers.  explo.org

Co-Director

CAMP CAMERA / ST. PAUL, MN / AUG 2014 - DEC 2014

After school photography program for high school girls.

Developed curriculum for and led weekly activities; directed college-aged coworkers; designed online gallery to display student work; facilitated age-relevant dialogues on storytelling through photography.

 campcamerabgc.wordpress.com

HONORS/AWARDS

MARY WHITCOMB FAHLGREN ENDOWED PRIZE / MAY 2016

Macalester College Educational Studies Department

OUTSTANDING SENIOR / MAY 2016

Macalester College Department of Multicultural Life

I AM EXPLORATION AWARD (MOST INCLUSIVE) / AUG 2014

Exploration School, Explo at Wellesley


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