

# KAREN A. BRAUN

WEST POINT GRADUATE

MBA

DISTRICT TEACHER OF THE YEAR

## SUMMARY

A reliable professional who is a strong leader and committed team player

- Accountable, Disciplined, Experienced
- Effective Communicator
- Committed to Excellence
- Dependable Contributor

## EDUCATION

### **Masters of Business Administration**

**Belhaven University; Orlando, Florida**

### **Bachelor of Science**

**United States Military Academy; West Point, New York**

- Brigade Personnel Officer of Discipline and Regulations for 4400 cadets
- Counseling Psychology and General Engineering Core Curriculum
- Four-year varsity women's basketball player and captain

**Florida Professional Educators Certificate; FL DOE # 943421; Expires 6/2029**  
**Social Science 6-12; Mathematics 5-9; Business Ed; Civics Seal of Excellence**

## PROFESSIONAL EXPERIENCE

### **High School Teacher, 07/01/2021-Present**

**Suwannee County Schools; Live Oak, FL**

- Teach Algebra and Personal Finance to High School Students
- Teach History to Middle School Students
- Complete small group intervention while teaching whole group classes
- Prepare students for success on the Algebra End-of-Course Exam
- Department Head for Social Studies Department at Branford High School
- Planned and implemented Professional Development for 7 faculty members
- Mentor Educator for two developing professionals

### **Coordinator, Suwannee Virtual School, 07/01/2019-6/30/2021**

**Suwannee County School District: Live Oak, FL**

- Planned and implemented Professional Development for 18 faculty members
- Implemented Academic Support Services to our students of virtual ed
- Increased enrollments and completions by 400% during COVID-19
- Incorporated data analysis for course selection and student progression
- Coordinated and administered FSA and EOC testing
- Managed online curriculum enrollment and the Student Information System
- Effectively managed faculty and staff growth of 350%
- Increased graduation percentage by 300% for virtual graduates
- Revised School Improvement Plan and School Safety Plan

### **Middle School Teacher, 07/01/2015-06/30/2019**

**Hallsville ISD in Hallsville, TX and Suwannee County; Live Oak, FL**

- Taught US History and Algebra to Eighth Grade Students
- Practiced data driven educational philosophy
- Attained top Florida State Assessment scores for my students
- Was voted Teacher of the Year at Suwannee Middle School

### **Director of Athletics, 07/01/2013-06/30/2015**

#### **Orangewood Christian School; Maitland, FL**

- Strategically managed a \$450,000 budget using Excel and SharePoint
- Mediated parent/coach meetings to resolve conflict
- Recruited, trained, developed and retained effective coaching staff
- Introduced formal performance review for 15 varsity head coaches
- Kept Orangewood Christian School in compliance with the Florida High School Athletic Association by referring to, interpreting and implementing FHSAA policies
- Counseled student athletes as they considered college opportunities
- Led National Letter of Intent signing day ceremony for entire community
- Effectively executed the extensive and timely paperwork to make eligible international students to play on the OCS varsity basketball team
- Placed appropriate ads for coaching vacancies on FHSAA's website
- Negotiated stipend offers for new coaches
- Ensured Payroll stayed on schedule to pay coaching stipends
- Coordinated logistics for 35 separate teams
- Revised and implemented process, policy and procedure changes in coach's manual
- Cultivated an open-door relationship with up-line and down-line colleagues
- Informed school headmaster of athletic matters pertinent to his purview
- Contributed on cross-functional leadership team
- Devised monthly board reports
- Served on Admissions Team with the Registrar

### **High School Teacher, 07/01/2012-06/30/2013**

#### **Orangewood Christian School; Maitland, FL**

- Taught AP U.S. History, Hon Government, Hon Economic and Psychology
- Prepared students to excel on AP U.S. History Exam
- Initiated effective and positive rapport with students, parents and colleagues
- Served as consistent role model and sincere mentor for students

### **High School/Middle School Teacher; 07/01/2004 - 06/30/2012**

#### **Private and Public Sector of Leon County; Tallahassee, FL**

- Taught the following courses at Lincoln High School and Community Christian School: AP U.S. History, AP European History, World History, AP Psychology, Language Arts, Civics and Pre-Algebra
- Facilitated effective writing and communication between all stakeholders

### **Office Manager; 07/01/1992 – 11/15/1994**

#### **University of Florida; Gainesville, FL**

- Office manager for Americans with Disabilities Act grant worth \$1.5 Million
- Responsible for correspondence, travel, purchasing, personnel and payroll for UF's College of Architecture grant with 100 graduate students and 7 faculty members

### **Platoon Leader/Executive Officer; 05/24/1989 – 04/01/1992**

#### **United States Army; Mainz, Germany**

- Supervised the training, discipline and welfare of Alpha Co. housing 140 soldiers
- Maintained \$1.2 million worth of vehicles and \$2.3 Million worth of supplies
- Completed 32 ammunition upload missions for Operation Desert Storm
- Led the subsistence platoon operating the Army dining hall and meals in the field
- Led the maintenance platoon operating the motor pool and petroleum transportation
- Led the quartermasters platoon operating and maintaining of the logistics warehouse
- Earned the V Corps Distinguished Leader Award

## **SPECIAL KNOWLEDGE, SKILLS AND ABILITIES**

- Use Counseling Psychology degree to de-escalate potential aggressive confrontation, investigate harmful incidences, and to resolve conflict.
- Mastery of Microsoft Office: Word, Excel, PowerPoint, Publisher, SharePoint
- Mastery of Google Drive: Docs, Sheets, Slides, Forms, Drawings, and Classroom
- Worked with Blackboard for FSU, Cybergate for Belhaven and Canvas for SCSB
- Managed the Americans with Disability Act grant at the University of Florida by scheduling Architecture graduate students to take measurements and create an implementation plan at each state university in Florida
- Becoming a power user of Excel
- Working knowledge of Acrobat Professional and PageMaker

## **EXTRA CURRICULAR INVOLVEMENT**

- Liaison between Lincoln High School and Florida State University's Psychology Department partnership - scheduling annual visits to tour FSU's psychology department and labs and scheduling guest lecturers at school
- Teacher sponsor for Fellowship of Christian Athletes leading huddles and developing leaders in this faith-based organization
- Logistics Coordinator and Council Member for Community Christian School's Leadership Program which uses survival techniques and outdoor problem solving to develop the life strategies for emerging leaders.
- Middle school basketball coach and JV volleyball coach

# **CURRICULUM VITAE FOR KAREN BRAUN**

## **CERTIFICATIONS**

**Passed the Florida Educational Leadership Exam – April 2017**

**Florida Professional Educators Certificate; DOE # 943421**

Mathematics (Grades 5-9) added 2016, valid through 2029

Social Science (Grades 6-12) - valid from July 2009-June 2029

Educational Leadership Official Statement of Eligibility: FELE passed

**Texas Educator Certificate** – Social Studies (Grades 4-8 and 7-12), valid from August 2015 – July 2016

**Association of Christian Schools International Temporary Educator Certificate**

valid from August 2011-August 2013 (Registration # 57569)

## **PROFESSIONAL DEVELOPMENT**

Leon County Schools Beginning Teacher Program

Effective Classroom Management – 15 hr Course

English Speakers of Other Languages – 60 hr Course

Advanced Placement Workshop for AP Psychology at *The Bolles School* in Jacksonville, FL 2009

ACSI Convention in Orlando, FL in 2011

Applied to be a Reader/Grader for the AP Psychology national exam for June, 2009

Applied to be a Reader/Grader for the APUSH and AP Euro exam for June, 2012

FHSAA Director's Conference 2013, 2014

Florida Athletic Coaches Association's Athletic Director Conference 2013, 2014

Professional Learning Community in top Texas school 2015-2016

AIMS Hands On Learning for Math Education 2016-2017  
Reading Difficulties, Disabilities and Dyslexia 2018-2019  
Local PD Days at each school

## **EXCERPTS FROM DIFFERENT LETTERS OF RECOMMENDATION**

“Karen Braun is an outstanding leader who has demonstrated exceptional managerial ability during her assignment to my organization. She is an excellent planner who obtains the maximum productivity out of her personnel. Karen Braun will be a definite asset to any firm. I recommend her to any company which desires a dedicated and extremely talented leader.”

Richard P. Munsey II  
Battalion Commander

“The first thought that comes to mind when I think about Mrs. Braun is, what a *class act*. She is one of the most genuine people I have ever met. She has a rare blend of intelligence, kindness, determination and dedication”

Sylvan C. Hershey  
Principal of Nathan Hale Middle School

“Karen worked continuously with the team, not only on the fundamentals of basketball, but on the spirit of being a team member. She emphasized commitment, sportsmanship, and dedication to not only to the team, but to the game of basketball.”

Sharon Vadovic  
Athletic Director of Nathan Hale Middle School

“You were a superb role model for the cadets on the team and you displayed the highest degree of professionalism, military demeanor, and technical competence. I was impressed with your ability to plan, organize and carry out to fulfillment the many projects required to make a first rate program.”

Albert Vanderbush  
Deputy Director of Intercollegiate Athletics at West Point

“Karen’s skill in detail work and logistics is exemplary. She is a quick study, and applies herself diligently to her tasks.”

Tom Argersinger  
Headmaster, Community Christian School

## **REFERENCES**

- Malcolm Hines      Assistant Superintendent, Suwannee County School District, Live Oak, Florida  
malcolm.hines@suwannee.k12.fl.us; (386) 647-4610; (386) 209-4351
- Tom Argersinger      Head of School, Community Christian School, Tallahassee, Florida  
targsinger@ccs-chargers.org; (850) 893-5219; (850) 756-5856
- Allyn Williams      Executive Director, Orangewood Church and School, Maitland, Florida  
abwilliams@orangewood.org; (407) 539-1500; (205) 365-5231
- David Pinson      Executive Director, Wildwood Church, Tallahassee, Florida  
dpinson@wildwoodtlh.com; (850) 894-1400; (850) 284-1139