

Mary Jean Vandergraff

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Education

Purdue University

West Lafayette, Indiana

2024 (anticipated) –

*Masters of Science in
Education*

Concentration

Curriculum and Instruction
in STEM Education

Concordia University

St. Paul, Minnesota

2007 – *Teaching Licensure*

Major

Post Baccalaureate PK-6th
Grade Teaching Licensure

Minors

- Art Design
- Music

Concordia University

St. Paul, Minnesota

2002 – *Bachelor of Arts*

Major

Communication Studies

Emphases

- Intercultural
Communication
- Public Relations/
Marketing
- Communication
Technology

Licensures

Texas Educator Certificate

(expires July 31, 2027)

Core Subjects

Grades EC-6

Teaching Experience

Education Program Coordinator/

Space Center Houston

Education Program Assistant/ Instructor

– Houston, Texas

2019-present

- Design and implement new curriculum for middle school and high school space exploration informal education program
- Train instructors
- Taught pre-planned lessons for various ages
- Created and taught online lessons live for families
- Created a virtual series of lessons about the Artemis Missions

Children's Ministry Coordinator

Fishers of Men Lutheran

2015-2018

– Sugar Land, Texas

- Developed weekly lesson plan strategy for 4 separate multi-grade Sunday school classrooms
- Identified need for and implemented additional Sunday school classroom with age-appropriate lessons
- Created and built "Busy Box" system with age-appropriate worship service resources and Bible story activity pages for children
- Recruited and supported volunteer teachers with weekly lesson plans and individualized classroom management strategies

Preschool Teacher

Little Fishers Preschool

2016-2018

– Sugar Land, Texas

- Created themed weekly lesson plans
- Taught 4-year olds math, science, and language arts
- Communicated daily and weekly with parents through in-person visits and newsletters

Teacher

Immanuel Lutheran School

2007-2008

– Walker, Minnesota

- Designed and simultaneously taught Kindergarten and 1st grade curriculums in a multi-grade environment
- Developed and implemented technology curriculum for Kindergarten-8th grade
- Attended daily staff meetings with principal and teachers
- Built relationships with parents through parent teacher conferences and timely feedback

Teaching Assistant

Concordia University

2002

– St. Paul, Minnesota

- Created and delivered lectures for college Introduction to Communication course
- Worked with professor to assess college level public speaking assignments
- Guest lecturer for weekend college Communication courses

Leadership Experience

- Director for musical at Playhouse 1960
- Women's Ice Hockey Tournament Captain
- CSP Handbell Ensemble officer
- CSP Pep Band co-founder/co-leader
- Concert Band secretary and section leader
- St. Peter-Immanuel Handbell Ensemble founder/conductor
- Christus Chorus section leader
- Communication Club officer

Other Teaching Experience

Sunday School Teacher/Music Teacher Various Locations
 2005-2007, 2011-2012, 2014-2015 – Minnesota and Texas

- Designed and taught lesson plans for Preschool
- Adapted and taught lessons for K-3rd grade combined
- Team taught Kindergarten-3rd grade
- Plan and accompanied weekly Sunday School singalongs

Extended School Care Staff St. Peter-Immanuel Luth. School
 2003-2004 – Milwaukee, Wisconsin

- Created and implemented summer camp lessons and activities
- Supervised 10-30 students before and after school hours

Summer Camp Counselor Lutheran Valley Retreat
 2001, 2002 – Woodland Park, Colorado

- Cared for 6-8 campers per week ages 6-10
- Facilitated outdoor recreation activities

Other Recent/Relevant Work Experience

Marketing/Multi-Client Communication

2011-2015

PanAmerican GeoExchange

– Houston, Texas

Created print and maintained print and electronic marketing materials for seismic company, created large and small scale maps using GIS software for print and electronic applications, drafted and processed incoming and outgoing contracts, designed and planned trade show booths and marketing events, provided administrative support for the President, designed and supported IT systems for the office, planned and managed office from company startup

Marketing Administrator/IT HelpDesk Administrator

2008-2011

Global Geophysical Services

– Houston, Texas

Created and maintained electronic and print marketing materials for seismic company, created and launched smartphone app, drafted and processed contracts, provided administrative support for CSO, assisted at trade shows and marketing events, helped create and maintain document retrieval database

Provided software and hardware support for employees both locally and remotely, issued and supported cellular and smartphones for the company, created and maintained user accounts for internal systems

Awards

2006 – **Judy Tritabaugh Memorial Award** from Concordia University Music Department for dedication to the Concordia Concert Band

2002 – **Service Recognition Award** from Concordia University Communication Studies Department for service to the Communication Department

2001 – **Undergraduate Communication Research Award** from Concordia University Communication Studies Department for presenting at the St. Thomas Undergraduate Communication Research Conference