

# NANCY A. CORTES

## EDUCATION

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1978 - 1983      University Of Puerto Rico      Rio Piedras, Puerto Rico  
*Bachelor Degree - Elem./Special Education*

- Summa cum laude

1984 – 1986      Fordham University      Bronx, New York  
*Master Degree - Special Education*

- Magna cum laude

2002-Present      University Of Florida      Gainesville, Florida  
*Master/EdS. Degree - School Counseling & Guidance*  
*(Expected graduation date December 2004)*

## PROFESSIONAL EXPERIENCE

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1983 - 1990      Department of Education - Ramon Aneses Morell School  
  
Aguadilla, Puerto Rico

*Special Education Teacher*

- Responsible for the learning process of trainable retarded and other disable students. Short and long term planning, observe, test, diagnose and determine student's educational needs.

1990 - 1992      Department of Education - Jesus T. Pinero School  
  
Carolina, Puerto Rico

*Special Education (Mainstreaming) Teacher*

- Responsible of teaching and giving remedial aid to mainstreamed students. Offer orientation, help and follow up to regular teachers, parents and other school staff

1992 - 1992      Universal Technology College      Aguadilla, Puerto Rico  
*Human Relations Teacher*

- Responsible of letting the students discover better living thru better human relations skills. Teach, observe, diagnose and grade students.

1993 – 1994      Northwest Security Management      Carolina, Puerto Rico  
*Administrative Support*

- Responsible for the organization, efficiency and performance of the

company. Interviewing, scheduling and training employees. Keep routine meetings. Payroll and paying, filing, typing, invoicing, answering phones and radio communications system.

1995 – 1996 E & N Building Services Tampa, Florida

*Administrative Support*

- Responsible for the efficient work. Produce and type correspondence and reports. Answer phones. Sort and distribute mail. File and keep records.

1996 – 1997 Chase Manhattan Mortgage Corporation - Tampa, Florida

*Integrity Specialist*

- Responsibilities included identifying mortgages documents, verify files, correct discrepancies, complete an integrity package to be copied and forwarded to Escrow and audit to complete the process. Cross training in other departments, and training on imaging machine.

1997-1998 Hillsborough County Schools – Oak Grove Middle School

1998-2000 - Booker T. Washington Middle Magnet of International  
Studies School Tampa, Florida

*Math and Science- Sixth Grade Teacher*

- Responsible of teaching the Math, Science and Geography curriculum to sixth grade students. Short and long term planning, observe, test diagnose and grade students. Keep knowledge up to date by research, workshops, trainings, department meetings, and peer planning.

2000 – Present Hillsborough County Schools - Booker T. Washington/  
Williams Middle Magnet of International Studies School

Tampa, Florida

*Spanish Teacher*

- Responsible of Teaching the Spanish curriculum to middle school students. Provide them with a taste of the culture as well as the language. Short and long term planning, evaluate students learning. Keep contact with parents, guidance counselors, and other school staff as needed. Attend meetings, workshops, and conferences.

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PROFESSIONAL MEMBERSHIPS

FFLA – Florida Foreign Language Association

HCTA – Hillsborough Classroom Teacher Association

NEA – National Educators Association

ASCA – American School Counselor Association

FCA- Florida Counseling Association

FACES-Florida Association for Counselor Education and Supervision

FAMCD-Florida Association for Multicultural Counseling and Development

FASERVIC- Florida Association for Spiritual, Ethical and Religious Values in Counseling

FCDA- Florida Career Development Association

FSCA-Florida School Counselor Association

Chi Sigma Iota-Counseling Academic & Professional Honor Society International

#### LANGUAGES

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Spanish

English

#### COMMUNITY ACTIVITIES

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“Club Arriba” Sponsor

Hispanic Liaison for Nazarene Missions Central Florida District

Center Of Ministerial Studies Director

#### OBJECTIVE

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To obtain a challenging hat has a dynamic atmosphere and future growth potential where my background and experience along with my capabilities would be valued.

#### AWARDS RECEIVED

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Teacher of the Year - May 1990

Chase Excellence in Service “Star” winner - Dec. 1996

- April 1997

Summer Courses in Spain Full Scholarship- Summer 2001

C-LEP “Consejeros Levantando al Pueblo” Master Program Full Scholarship – Summer 2002 – Dec. 2004