

Katie C. Tedder
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Mission: To use the knowledge, skills and abilities I have developed in my business and teaching careers to serve the students, teachers, staff, parents, administration, community and the Stokes County School Board of Education. To be part of a team to transform Stokes County Schools for the current and future generations of students.

Education:

Teaching Licenses - Current
Special Education - General Curriculum
EC - English/Language Arts EC - Math
EC - Science EC - Social Studies

Bachelor of Science - Business Administration
East Carolina University - 1992
Major - Marketing Management

Employment History:

2005 - 2018 **Stokes County Schools - West Stokes High School**

Office Manager	June 2014 - July 2018
Exceptional Children's Teacher	March 2006 - June 2014
Teacher Assistant	September 2005 - March 2006
Substitute Teacher	September 2005

August 1998 -
October 2003 **Assistant Director - Administration**
North Carolina Department of Administration
State Construction Office

Manage internal operations for the State Construction Office, including personnel, budget and legislative matters. Assist the Director in developing long range plans and implementing goal and objectives. Develop and manage the operating budget for all programs and staff. Plan and develop expansion and continuation budget requests. Provide assistance and advice to the Director and managers in all personnel matters. Supervise and coordinate work of the office support staff. Coordinate meetings of the State Construction Commission. Represent the office in legislative matters. Track and evaluate all pertinent legislative issues and actions relative to the State Construction Office. Coordinate all aspects of the annual State Construction Conference attended by over 600 guests

September 1992 -
August 1998 **Personnel Officer**
NC Department of Environmental Quality
Division of Water Resources

Supervise all aspects of the Personnel/Staff Services office in a Division of 500+ (management, technical and support) positions. Duties include: policy development, interpretation and administration; salary reserve management; EEO, position management; staff training and development; safety/health training; recruitment; employee relations; general services; Division authority for personnel recommendations and employee benefits administration. Experience in establishing meeting agendas and coordinating meetings for legislative committees and the Environmental Management Commission.

Skills and Abilities:

Organization	Interpersonal
Detail Oriented	Listening
Prioritizing	Technology
Communication	Delegating
Management	Motivating
Multi-Tasking	Planning
Discretion	Research

