

HEIDI SIMON CRAFT, J.D.

P.O. Box 365
Gloucester Point, VA 23062
heidi.dakota@gmail.com

(757)880-7594 (cell)
(804)684-5524 (home)

RELEVANT EXPERIENCE

Mount Vernon Elementary School, Yorktown, Virginia

Student Teacher, 2nd Grade, Spring 2011

- Assumed full responsibility for planning, classroom management, and instruction for a 2nd grade class
- Developed and taught Science unit on Matter & Weather to two 2nd grade classes
- Administered common assessments to multiple classes in multiple subjects
- Preparation of all lesson plans, homework, and materials for full day instruction
- Evaluation and grading of student work and assessments
- 1-on-1 or small group remediation as needed

Practicum Experience, Fall 2010

- Developed and taught lesson on Ancient Egypt to two 2nd grade classes
- 6 weeks of 1-on-1 reading assistance with a struggling reader, demonstrated progress through pre-and post-assessment using Observation Survey and DRA.
- Taught Read-Write-Think Aloud lesson to a 3rd grade class
- Conducted small group Guided Reading for 2nd grade students
- Taught math lesson on multi-step word problems with addition and subtraction to two 2nd grade classes
- Co-created and co-taught a Discovery Circus on Magnets to 2nd grade students and co-taught hands-on, discovery themed lessons on electrical circuits and scientific reasoning to 5th grade classes (at Abingdon Elementary in Gloucester, VA)

William & Mary School of Law, Williamsburg, Virginia

Roger Strand Post-Graduate Fellow in Legal Technology, 2005 - 2007

- Recipient of two year Postgraduate Fellowship awarded by the Center for Legal and Court Technology
- Assisted in design of law school course in Electronic Discovery and Data Seizures
- Instruction in e-discovery, including remote instruction of lawyers
- Assisted in the creation of a national distance education Continuing Legal Education program
- Developed cases and evidence for technology-augmented trial advocacy certification training courses for lawyers and taught portions of those courses
- Supervised legal technology instruction for law students
- Design of instruction for lawyers and technologists involved in the Military Commission trials in progress at Guantanamo Bay, Cuba

Legal Services for New York City, Manhattan Office (LSC)

Summer Intern, June, 2003

- Assigned to Public Housing & Welfare Unit
- Conducted legal research, client interviews, client intake at neighborhood centers for the indigent
- Assisted in drafting legal memos and motions
- Developed community assistance and relations skills across many demographics

Independent Lake Camp, Orson, Pennsylvania

Counselor Assistant (CA), Summer 1995

Counselor in Training (CIT), Summer 1994

- Bunk counselor duties, including shared responsibility for 30 campers ages 8-12 with 3 other counselors nightly from 9pm-10am and daily for all meals and between planned activities
- Taught Arts & Crafts, Circus (juggling), and ESL to campers ages 7-16

EDUCATION

William & Mary School of Education, Williamsburg, Virginia

MA Ed. Elementary Education, Spring 2011 (expected)

- GPA: 3.83; Kappa Delta Pi (education honor); awarded merit scholarship
- Praxis II: 199 (with ETS Certificate of Excellence)
- VRA: pending (scheduled for 3/26/11)
- VCLA: pending

William & Mary School of Law, Williamsburg, Virginia

J.D. 2005

- 2002-2005
- Recipient of the Hermann Prize in Legal Technology
- Courtroom 21 Project student legal technologist, responsible for assisting in technology support of Courtroom 21 activities including instruction of second and third year law students

Hofstra University School of Law Summer Program, Nice, France

- Summer, 2003
- Coursework in International Business Transactions and Comparative Constitutional Law (professors included Justice Antonin Scalia)

Beloit College, Beloit, Wisconsin

B.A., Business Administration, August 2000

- 1997-2000
- Deans List, Fall 1997
- Rock Island National Excellence Award, 1997-2000
- Chapter Founder, Alpha Sigma Tau Sorority

Boston University/Ecole Français des Attachés de Presse, Paris, France

- Fall 1996
- Courses in French Language, Politics, Economics, Art History
- All courses conducted in French

Choate Rosemary Hall, Wallingford, CT

- 1992-1996
- Diploma with Honors in Theatre
- National Merit Commended Scholar

OTHER SKILLS AND ACHIEVEMENTS

- Fluent in French (read, written, spoken)
- Extensive computer skills, including SMARTBoards, MS Office, PC, Mac, document cameras, and other presentation technology
- Presenter at Kroll OnTrack Webinar, "Analyzing the Practical Impact of Recent Case Law: E-Discovery Search and Production Duties," October 2006
- President's Youth Service Award, 1996