

**Anna Greenstone**  
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**CAREER FOCUS: Training, Technical Assistance, Learning and Development, Partnerships, Coaching**

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**OVERVIEW**

- Collaborative leader with 12+ years of progressive experience in education, program management, training facilitation and development in the nonprofit and public sectors.
- Engaging facilitator with extensive knowledge in staff professional development, learning modalities, experiential learning, organizational development, internal evaluations, and service learning for diverse teams.
- Teamwork-oriented program manager who guides and develops teams with a focus on authentic support, implementing quality programming, reflective learning processes, in a cross-cultural environment.
- Expert communicator who fosters and maintains strong, effective working relationships, communicates clearly and builds trusted partnerships across technical teams and local partnerships.

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**AREAS OF EXPERTISE**

- Training and Development
- Facilitation
- Stakeholder Collaboration
- Technical Assistance
- Monitoring, Assessment and Evaluation
- Program Management
- Coaching and Mentorship
- Technical and Creative Writing
- Capacity Building
- Cross Cultural Communication

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**PROFESSIONAL EXPERIENCE**

**Learning Consultant**

September 2020-present

Private Clients, Washington DC

- **MENTORING:** Build trusted relationships and provide social-emotional support, strategic guidance, and modeling through inquiry, active listening, critical thinking and authentic communication. Implement student centered and experiential learning structured content.
- **INDIVIDUALIZED SUPPORT:** Create thoughtful and engaging lesson plans in 1:1 teaching format; tailor to students based upon goals and individual needs. Understand unique learning needs of each student. Implement action plans and deliver educational material while accommodating skill level, capability, and interests.
- **INSTRUCTION DELIVERY:** Identify developmentally appropriate learning goals across subjects. Facilitate interactive projects and lessons, monitor growth, guide development of social emotional skills and habits of mind.

**Deputy Program Director**

July 2019-June-2020

Reading Partners, Washington DC

- **TRAINING FACILITATION:** Led the team responsible for the development and delivery of an annual month-long orientation training. Facilitated dynamic, interactive, and multi-modal training sessions that allowed for different learning styles to actively engage with and successfully apply content. Led team conversations to iterate and capture best practices and learnings from training successes and areas to improve. Training topics of particular interest have included inquiry, career readiness, leadership development, and learning modalities.
- **CAPACITY BUILDING:** Planned, designed and led segments of staff professional development plans. Led discussions, and workgroups tasks with improving quality of program delivery quality of program delivery and implementing tenets of organizational strategic plan.
- **STAFF DEVELOPMENT:** Provide ongoing coaching professional development to colleagues, direct reports, volunteer tutors. Developed career and graduate school goals with staff, and mentored them through achieving professional goals.
- **TEAM MANAGEMENT:** Supervised diverse instructional team with significant attention to developing, motivating, and coaching direct reports. Managed staff responsible for teaching students, guiding tutors and communicating with school staff. Identified high performing team members and developed stretch assignments to encourage growth, engagement and autonomy. Leadership style that is inclusive, individualized and collaborative.
- **PROGRAM PARTNERSHIPS:** Developed long-term, trusted relationships with internal and external stakeholders and managed relationships with school partners. Conducted programmatic updates of student metrics with administrators, specialists and teaching teams. Successfully recruited 4 new school partnerships.
- **PROJECT EVALUATION:** Conducted evaluations through observations, focus groups, reports and surveys to monitor program quality and iterate internally for improved staff engagement and satisfaction.

**Program Manager**

August 2016-July 2019

Reading Partners, Washington DC

- **TEAM MANAGEMENT:** Supervised diverse instructional team with significant attention to developing, motivating, and coaching direct reports. Managed staff responsible for teaching students, guiding tutors and communicating with school staff. Identified high performing team members and developed stretch assignments to encourage growth, engagement and autonomy. Leadership style that is inclusive, individualized and collaborative.
- **PROJECT DELIVERY:** Managed multiple projects, including updating curriculum resources, writing new discussion guides, building the quality of read-aloud libraries. Responsible for scoping, project planning, resourcing, prioritization, issue resolution, incorporating feedback, and milestone tracking.
- **STAFF DEVELOPMENT:** Contribute toward HR processes including recruitment, hiring, interviewing onboarding and offboarding.

**Group Leader**

June 2016 - August 2016

World Learning, Tanzania

- **COACHING AND MENTORSHIP:** Led a summer exchange program for high school students in Tanzania. Facilitated daily lessons and debriefs to support youth in their experiential learning. Led discussions to guide learning around topics from global citizenship, to identity, colonial history, and community development. Monitored health and well-being of students.
- **CROSS CULTURAL PARTNERSHIP ENGAGEMENT:** Served as the primary liaison for stakeholder engagement and partnerships development. Managed communication, planning and logistics with in-country partners. Cultivated relationships with non-profits, activists, and indigenous host communities.
- **BUDGET AND LOGISTICS MANAGEMENT:** Tracked budget and planned for spending including per-diems, group celebrations and outings, gratuities and incidentals.

**1st Grade Teacher**

July 2015- June 2016

**Reading Intervention Teacher**

July 2014-June 2015

Plummer Elementary School, Washington DC

- **INSTRUCTION AND INTERVENTION:** Delivered whole group lessons, small group guided instruction, individual conferencing with students in grades 1-4. Implemented activities and projects that were multi-modal, interactive, and individualized. Utilized pedagogical tenets of constructivism, whole-child approach, trauma-informed instruction, social-emotional learning.
- **DIFFERENTIATED INSTRUCTION:** Tailored individual lesson plans to students, focusing on performance improvement in target subject matter areas. Used a multi-tiered model to plan instructional groups and meet student needs.
- **CURRICULUM AND LESSON DEVELOPMENT:** Planned units and selected projects to build engagement, curiosity and rigor for students across instructional levels and developmental needs.
- **TEAM LEADERSHIP AND INNOVATION:** Participated in district-wide literacy working group for selected teachers. Mentored an AmeriCorp City Year member in my classroom, developing co-teaching activities and small group targeted instructional plans.
- **ASSESSMENT ADMINISTRATION:** Evaluated student work, maintained student records, and consistently met administrative deadlines, including grading, benchmark assessments, and academic and attendance reports.
- **EQUITY AND INCLUSION:** Facilitated a welcoming environment valuing cultural competency, and student identities, and cultivating integrity within the classroom.

**4th Grade Teaching Fellow**

July 2013-July 2014

Capital City Public Charter School, Washington DC

- **INSTRUCTION AND CO-TEACHING:** Delivered whole group lessons, small group guided instruction, individual conferencing with 75 students in 4th and 5th grades. Implemented multi-modal, interactive, and individualized activities and projects. Collaborated in the development and implementation of two semester long expeditionary learning modules.
- **DIFFERENTIATED INSTRUCTION:** Tailored individual lesson plans to students, focusing on performance improvement in target subject matter areas. Led differentiated math group and designed extension project based learning tasks to challenge learners.
- **CONTENT CREATION:** Selected projects to build engagement, curiosity and rigor for students across instructional levels and developmental needs.
- **TEACHER RESEARCH AND INQUIRY:** Successfully completed coursework in pedagogy, content, management, equity, and education systems. Utilized rubrics, observation, peer mentorship, literature review and experimentation to improve teaching practice, organizational systems, and relationship building approaches.

## Data Collector

School Readiness Consulting/American Institutes of Research, Philadelphia PA August 2012-June 2013

- **RESEARCH ADMINISTRATION:** Assessed kindergarten and 1st grade students across Philadelphia PA and Camden, as part of a multi year research study developed by AIR. Consistently and reliably administered Group Reading Assessment and Evaluation (GRADE) and Predictive Assessment of Reading (PAR). Established welcoming and safe rapport with students participating in the study.
- **CLASSROOM OBSERVATION:** Administered Early Language and Literacy Classroom Observations (ELLCO) reliably across multiple 1st grade classrooms throughout Philadelphia PA and Camden NJ. Reviewed, finalized and submitted observation reports, consistently meeting deadlines with attention to scoring fidelity and detail.
- **STAKEHOLDER ENGAGEMENT:** Proactively communicated with teachers and administrators to share parameters of classroom visits and observations. Collected required paperwork and consent forms, organized and tracked files needed by research administrators and school personnel.
- **PROJECT COORDINATION:** Maintained confidential records and reports of data being collected. Coordinated the end-to-end delivery of assessments and evaluations, the Group Reading Assessment and Evaluation (GRADE) and Predictive Assessment of Reading (PAR), across 20 locations, collaborating with 15 team members. Tracked progress with team members and assessment coordinators and ensured timely delivery of assessments while maintaining rigorous standards for completion.

## Family Engagement Specialist

Acculturation for Justice, Access and Peace Outreach (AJAPO)

February 2009- August 2011

- **CASE MANAGEMENT:** Supported recently resettled refugee families from African and Caribbean countries. Worked with the whole family to coordinate services, schedule and accompany members to medical and public assistance appointments, and establish and work towards education and career goals.
- **CROSS CULTURAL COMMUNICATION:** Cultivated empathy, active listening, clear language, a strengths-based approach, in order to build positive and trusting partnerships.
- **FACILITATION:** Developed and facilitated community meetings including a youth leadership series for young women. Topics were facilitated with engaging style to teach life skills, critical thinking, leadership development and career readiness.
- **INTERPRETATION:** Highly proficient in Swahili. Used language skills to communicate with many clients originally from Burundi, DRC, and Somalia. Offered interpretation for them at medical offices, schools and public assistance agencies.

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## TECHNICAL, LANGUAGE AND SOFTWARE SKILLS

- Qualitative research methods, including surveys, rubrics, observation, focus groups
- Highly proficient in Swahili
- Salesforce Customer Relationship Management (CRM) software
- Google Suite, including Google Docs, Google Sheets, Google Forms
- Microsoft Office, including Microsoft Word, Microsoft Excel, and Microsoft PowerPoint
- Testing and Assessment Software products, including Renaissance STAR Reading, Lexia Learning, i-Ready
- Learning Management Systems including Blackboard, Canvas, Wordpress
- Web-based video and teleconference programs, including Zoom, Google Hangout, Skype, GoToMeeting

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## EDUCATION

- **MSEd International Educational Development**, University of Pennsylvania, Philadelphia, PA
- **BA Anthropology and Africana Studies**, University of Pittsburgh, Pittsburgh, PA
- **Elementary Teaching Certification**, Center for Inspired Teaching, Washington, DC

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## VOLUNTEER ACTIVITIES & PROFESSIONAL DEVELOPMENT

- **Volunteer Tutor**, Serve Your City, October 2020-present
- **Application Evaluator**, World Learning Iraqi Young Leaders Exchange Program, January 2021
- **Participant**, Restorative Justice on the Rise Coaching Series, Fall 2020
- **Participant**, Institute for Multi-Sensory Education 30 hour course, Spring 2018