

# Dawn Vogt

Dedicated Catholic School Educator | School Support Professional | K-8 STEAM & Technology Teacher

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Portfolio: <https://dvogt-admin-portfolio.concurrentonline.com/> | Portfolio Password: DawnPortfolio2026

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## PROFESSIONAL PROFILE

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Dedicated Catholic school educator with five years of experience serving students, families, teachers, and administration in a faith-based school environment. Passionate about helping children grow academically, socially, and emotionally throughout their school journey. Known for being organized, approachable, and calm in busy school settings. Brings flexibility, teamwork, and a strong willingness to help wherever needed to support the success of the entire school community.

## PROFESSIONAL EXPERIENCE

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**Annunciation BVM School - Aurora, IL**

**STEAM Coordinator / Computer Skills Teacher / Substitute Teacher | 2019 - 2024**

- Taught STEAM, computer skills, and substitute classes for students in grades 1-8.
- Worked with more than 120 students across the school community and built strong relationships by knowing students by name and understanding their needs.
- Created welcoming, organized classrooms where students felt supported, expectations were clear, and hands-on learning could take place.
- Stepped in as a substitute teacher when needed, helping maintain routines and continuity during teacher absences.
- Assisted in the school office during busy times, helping students, staff, and families in a friendly and professional manner.
- Worked with the principal regarding student behavior concerns and parent communication when needed.
- Responded calmly to student illness, injuries, and urgent situations until parents or administration were reached.
- Helped coordinate and support school events including Christmas programs, Stations of the Cross, Lent activities, and other school activities.
- Assisted teachers and staff with classroom technology and troubleshooting when IT support was unavailable.
- Collaborated with teachers and administration on student needs, school projects, and cross-grade activities.
- Used Google Workspace, Microsoft Office, Chromebooks, Smartboards, Scratch, Tinkercad, Makey Makey, Edison robots, and classroom technology daily.

## CORE STRENGTHS

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|----------------------------------|---------------------------------|---------------------------------------|
| • Student & Family Communication | • Organization & Record Keeping | • Catholic School Experience          |
| • Front Office Support           | • Team Collaboration            | • Confidentiality & Professionalism   |
| • Classroom Management           | • Behavior Support              | • Technology Troubleshooting          |
| • Event Coordination             | • Flexibility & Reliability     | • Google Workspace / Microsoft Office |

## EDUCATION

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- B.S., Environmental Textiles and Design
- A.S., Fashion Design

## LICENSES & CERTIFICATIONS

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| • Illinois Substitute Teaching License | • Wisconsin 3-Year Short-Term Substitute License |
| • Illinois Mandated Reporter Training  | - in progress                                    |