




Morgan E.H. Cawley

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Learning & Development | Catholic Programming | Editing & Writing

Demonstrating educational excellence, Catholic values, and professional communicative skills

A bilingual (English/Spanish) educator with six years of experience developing courses, establishing effective paths of communication, and supporting the mission of Catholic education. Experienced in curriculum design and working in a remote setting to achieve goals. Adept at utilizing digital platforms to enhance mission. Dedicated team member who strives towards mission-driven goals. Self-proclaimed language aficionado and travel enthusiast.

— AREAS OF EXPERTISE —

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|----------------------------------|---------------------------|-------------------------------|
| ◆ Course Development | ◆ Effective Communication | ◆ Development initiatives |
| ◆ Creative instructional Design | ◆ Digital Coordination | ◆ Presentations |
| ◆ Cross-functional Collaboration | ◆ Advancement techniques | ◆ Catholic program objectives |

— EDUCATION —

Bachelor of Arts in History and Minors in Spanish and Communications, 2015
Mount St Mary's University, Emmitsburg, MD

Study Abroad Program, 2013
Costa Rican Language Academy, San José, Costa Rica

— CAREER HISTORY —

Assistant Director of Elementary Writing Curriculum

Homeschool Connections | Remote

- ◆ Developed course structure, learning objectives, and instructional layout
- ◆ Designed digital materials to inspire, instruct, and align with brand identity
- ◆ Identified and implement solutions to obstacles
- ◆ Cross-collaborated with team members to enhance project turnout
- ◆ Excelled in a remote work environment across standard and flexible schedules
- ◆ Ensured regular and timely information sharing with team members

Spanish Language Arts Educator

Princeton Academy of the Sacred Heart | Princeton, NJ

Grey Nun Academy | Yardley, PA

St. Albert the Great School | Huntingdon Valley, PA

- ◆ Develops, organizes, and institutes an innovative Spanish Language Arts program designed to engage students in a multifaceted approach to naturally acquire language
- ◆ Works closely with the Director of Advancement and Director of Communication to forward objectives of school growth and prosperity
- ◆ Maintains consistent, clear, and informational communication with supervisors, coworkers, and learners.
- ◆ Creates and develops novel and innovative classroom and online lesson plans
- ◆ Researches and implements modern methodologies and best pedagogical practices

Highlighted Accomplishments:

- ◆ Nominated and served as a Chair Member of the New Jersey Associate of Independent Schools Re-accreditation Process for Princeton Academy of the Sacred Heart, November 2019—Present
- ◆ Nominated and served on the Diversity, Equity, and Inclusion Committee, September 2019—Present

— ADDITIONAL EXPERIENCE —

Morgan Cawley

Front Desk Supervisor

Golden Plough Inn | Lahaska, PA

- ◆ Managed the front desk of a high-end, boutique hotel
- ◆ Maintained the first point of contact with guests, representing a brand known for excellence, high customer satisfaction, and adaptable problem solving
- ◆ Trained, mentored, and coached new hires on front desk responsibilities
- ◆ Served guests to create reservations, assist in the check-in and check-out processes, offer resolutions, and establish a welcoming environment

Legacy of Life

March 2016- September 2016

Parenting Program Director and Volunteer Coordinator | Bristol, PA

- ◆ Designed, formalized, and launched a parenting program aimed to assist, encourage, and educate at-risk mothers and families
- ◆ Recruited enthusiastic volunteers to support the program, events, and donations
- ◆ Participated in fundraising efforts and development initiatives to advance finances and operations
- ◆ Worked closely with Catholic communities and churches across Bucks and Montgomery counties

Docent Guide and Receptionist

National Shrine of Saint Elizabeth Ann Seton | Emmitsburg, MD

- ◆ Guided visitors through the home and grounds of Saint Elizabeth Ann Seton, recounting personal narratives of Mother Seton and historical anecdotes
- ◆ Designed program related merchandise
- ◆ Managed front desk responsibilities, including welcoming visitors, arranging group tours, overseeing docent guides, and maintaining a warm and welcoming atmosphere

— TECHNICAL SKILLS —

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| ◆ Microsoft Office Suite | ◆ Opera PMS | ◆ Zoom |
| ◆ Google Suite | ◆ Canva | ◆ Seesaw |
| ◆ Adobe Suite | ◆ Savvas | ◆ Rubicon Atlas |