

# 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 —

- ◆ Course Development
- ◆ Creative instructional Design
- ◆ Cross-functional Collaboration
- ◆ Effective Communication
- ◆ Digital Coordination
- ◆ Advancement techniques
- ◆ Development initiatives
- ◆ Presentations
- ◆ 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 implemented 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

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## **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 —**

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