

Cassie H. Clark

Educator

U.S. Navy (Ret), MCPO (E9)

Ph.D. Student History, Liberty University

MA History, SNHU

BS History, Excelsior

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OBJECTIVE

Knowledgeable educator in the field of history and a consummate professional. Dedicated to expanding personal and professional historical understanding through continued academic study, research, and teaching.

What can I bring to your organization?

I have dedicated the last five years to academic study in History. If given the opportunity, I will bring determination, dedication, and professionalism to your organization. Experience is learned, and I am an eager student.

I was a Senior Enlisted Leader in the U.S. Navy, with 26 years of experience leading, coaching, and mentoring. I have always been a dedicated professional with experience as an Educator, Executive Administrator, Executive Management Professional, and Human Resource Professional.

An energetic leader with proven analytical, education, communication, and people skills, I am seeking to expand into higher education opportunities. Organizations greatly benefit from my dedication, communication skills, professionalism, and ability to adapt to organizational requirements and goals.

EDUCATION:

Current: **Doctoral Student**, History, Liberty University. 15 Credits remaining, 3.97 GPA.

Currently enrolled in final two Comp/Exam courses before dissertation processes.

December 2020-April 2022: **Master of Arts** in American History, Southern New Hampshire University, 3.9 GPA

August 2019-November 2020: **Bachelor of Science** Liberal Arts, History, Excelsior College, 3.86 GPA

SKILLS:

Research and Archival Study

Excellent orator

Strong leadership skills

Effective classroom management

Excellent Communicator

Course curriculum planning and development

Time management skills

Self-Motivated

Canvas

Brightspace

Salesforce

Professional Experience:

December 2021-Present

Teacher/Mentor

San Antonio, Texas

Fusion Academy

Creates course curriculum for grades 6-12 in the academic areas of history and social studies, including World History, U.S. History, Texas History, Cultural Geography, and Government. Expertly utilizes various delivery methods, including face-to-face lessons (1-1 teaching), asynchronous learning, and virtual lessons. AP courses are also included in the courses taught. Experience developing educational plans and lesson delivery to meet various student accommodations and long-term success for students and their families. Assisted the Head of Educational Programs and Services on day-to-day campus operations, coordinated with staff on-campus programs, and regularly corresponded with student families on student progress and any potential parental concerns.

December 2018-2021

Administrative Officer

Pearl Harbor, HI

U.S. Navy Commander Submarine Force Pacific

Senior Administrative Officer

Streamlined the administrative requirements of a two-star flag-level Naval command of over 500 military and civilian personnel. Regularly created, organized, and delivered large-scale leadership training and development programs to meet the changing landscape of personnel and social challenges in today's military.

Administrative duties included managing daily executive correspondence, processing personnel awards and evaluations, and creating and assessing civilian professional development requirements. Coordinated all pay and personnel administrative issues, managed over a million dollars in travel requirements, and oversaw the daily execution of administrative needs performed by ten junior personnel while supporting the Admiral, Chief of Staff, Force Master Chief, Executive Officer, and Command Master Chief.

May 2013-Feb2016

Senior Enlisted Leader

Pentagon, Washington, D.C.

U.S. Navy, Secretary of the Navy Staff Senior Enlisted Leader

Responsible for the various Assistant Secretary of the Navy's program and policy issues as they pertained to more than 100 staff personnel and more than 80 outside subordinate organizations. Supported multiple layers of leadership at the Executive, military, and civilian levels to ensure smooth operations while maintaining staff morale and performance. Delivered policy and program updates that impacted the entire fleet (All Navy).

Master Chief Petty Officer, USN

August 1996 – January 2022

26 years of Naval Leadership experience in various worldwide locations and engagement environments (Surface, Aviation, Submarine, and Shore commands). Responsible for Command Sponsor programs, leadership and indoctrination courses, qualification boards, command retention teams, family programs, recreation advisory boards, command information program management,

command assessment teams, command training teams, and command advancement and promotion programs. Dedicated to working with others and improving the organization while fostering an inclusive and diverse working environment.

** Upon completing the tour in Washington DC, volunteered to enlist into the submarine community, pioneering Enlisted Women in Submarines with the first group of women to volunteer for and serve in the Navy Submarine community.

** Demonstrated diverse learning, training, and leadership in the completion of a year forward deployed to Taji, Iraq from Feb 2009-Feb 2010 in the capacity of Senior Enlisted Administrative Chief for three hundred Navy members working in a multi-service and multi-national community.