

Michelle Pietila

### **Professional Summary:**

Dedicated and compassionate education professional with over 10 years of experience supporting diverse learners in both general and special education settings. Skilled in individualized instruction, behavior support, and fostering inclusive learning environments. Currently completing a bachelor's degree and pursuing a K–12 Academic and Behavioral Strategist (ABS) Special Education license. Experienced in classroom support, early childhood care, and business management, with strong organizational and communication skills.

### **Education**

Bachelor of Arts in Special Education, Mild to Moderate (In Progress)  
Western Governors University, Expected Graduation: early December 2025.

MN K–12 Academic and Behavioral Strategist (ABS) License (In Progress)

### **Professional Experience:**

#### **Student Teacher – Special Education**

Rock Ridge High School | September 2 – Present

- Delivering individualized instruction to students with mild to moderate disabilities under the supervision of a licensed teacher.
- Leading IEP meetings and writing IEP goals under the supervision of a licensed teacher.
- Utilizing Schoology and Powerschool for grading, attendance, lesson planning with attached video links, pdf assignments, etc.

#### **Early Student Teaching/Preclinical Experience – Special Education**

Laurentian Elementary | January 2025

### **Paraprofessional**

Rock Ridge Public Schools | September 2023 – Current

Teachers on Call | December 2019 – September 2023

Virginia Public Schools | September 2016 – December 2019

(ECFE Parkview Teacher Aide | October 2015 – May 2016)

- Supported classroom instruction for students with diverse academic and behavioral needs.
- Adapted materials and provided accommodations in accordance with IEPs.
- Collaborated with teachers and specialists to implement individualized support strategies.

**Owner & Director – Licensed Home Daycare**

Britt, MN 2013 – 2016

- Operated a state-licensed childcare program serving infants through school-aged children.
- Organized and maintained accurate records for meal-reimbursement, required annual provider training, vaccination records, legal paperwork, and invoices.
- Managed enrollment, budgets, and parent communication to ensure a safe, nurturing environment.

**Owner / Manager – Time to Wine LLC**

Gilbert, MN | February 2018 – August 2025

- Oversaw daily operations of a small business, including client relations, scheduling classes and events, and financial management (quarterly sales taxes, etc).
- Maintained accurate accounts receivable and bookkeeping records.
- Inventory ordering, cataloging and tracking.

**Billing & Accounts Receivable Specialist**

Range Mental Health Center, Virginia, MN | September 2008 – July 2011

- Managed billing, payment processing, and account reconciliation.
- Submitted claims and appeals.
- Collaborated with medical records staff and providers for accurate diagnosis and procedure codes with supervising M.D. when required.
- Communicated with insurance companies and clients to resolve discrepancies and maintain accurate financial records.
- Applied strong organizational skills to meet deadlines in a fast-paced environment.

**Additional Relevant Experience:**

Sunday School Teacher | 2020 – Current

Homeschool Teacher for grades 4, 5, 8, 9 | 2020 – 2022

Various leadership positions and volunteer work over the years