

# Resume 508

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## OBJECTIVE

Highly motivated, dedicated, and results-driven professional to obtain a position, utilizing my skills, training, education, and experience

## SUMMARY OF QUALIFICATIONS

- Over 10 years' experience working with primary and intermediate-age children and those who have special needs
- Prepares and submits various reports and other documents to teaching staff on a daily basis
- Performs a wide range of office duties including answering phones and routing callers to appropriate personnel, greeting customers, scheduling appointments, filing/updating records, operating copiers, fax machines, etc.
- Establishes rapport quickly with a diverse population, recognized for personal and professional integrity and collaborating to develop mutually beneficial solutions through interactions with teams and managers
- Provides uncompromising highest standards of customer service for both internal and external customers, assisting customers with their product/services selections, offering effective solutions customized to individual needs, and resolving customers' issues to their complete satisfaction
- Empathetic, motivated and passionate about helping others, can adapt to meet needs of clients
- Collaborates closely with teachers to teach lesson plans according to their direction
- Teaches personal hygiene and care, recreational activities, maintains focus and discipline, etc.
- Dependable, conscientious, and courteous professional
- Multi-tasks efficiently, learns new systems quickly, and completes all assignments and projects on-time or ahead of critical deadlines
- Strong communications, math, analytical, and problem-solving skills
- Works well independently or collaboratively in a team environment

## PROFESSIONAL EXPERIENCE

09/20 – 09/21 *Teacher Assistant*

Bornhava, Amherst, NY

- Assisted in the preparation lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Tutored and assisted children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Organized and supervised games or other recreational activities to promote physical, mental, and social development.
- Observed students' performance, and record relevant data to assess progress.
- Enforced administration policies and rules governing students.

09/18 - 06/19 *Lead Teacher*

NCCC Child Care Development, Sanborn, NY

- Prepared materials, classrooms, and other indoor and outdoor spaces to facilitate creative play, learning and motor-skill activities, and safety.
- Created, administered, and graded tests and assignments to evaluate children's progress.
- Supervised, evaluated, and planned assignments for teacher assistants and volunteers.
- Collaborated with other teachers and administrators in the development, evaluation, and revision of programs.
- Planned and conducted activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Prepared children for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.

11/16 - 10/18 *Lead Teacher*

Care A Lot Childcare Center, Grand Island, NY

- Prepared materials, classrooms, and other indoor and outdoor spaces to facilitate creative play, learning and motor-skill activities, and safety.
- Created, administered, and graded tests and assignments to evaluate children's progress.
- Supervised, evaluated, and planned assignments for teacher assistants and volunteers.
- Collaborated with other teachers and administrators in the development, evaluation, and revision of programs.
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11/15 - 11/16 ***Direct Support Specialist***

Opportunities Unlimited, Niagara Falls, NY

- Responsible for the care, skill development, and support for individuals with disabilities.
- Provided active treatment to maximize each persons served fullest developmental potential.
- Assistance to persons served with tasks such as bathing, dressing, grooming, and eating.
- Provided patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming.

09/14 – 09/15 ***Teacher Assistant***

The Summit Center, Amherst, NY

- Assisted in the preparation lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Tutored and assisted children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Organized and supervised games or other recreational activities to promote physical, mental, and social development.
- Observed students' performance, and record relevant data to assess progress.
- Enforced administration policies and rules governing students.

02/13 – 09/14 ***Full Time Nanny***

Private Nanny, Kenmore, NY

- Instructed and assisted children in the development of health and personal habits, such as eating, resting, and toilet behavior.
- Prepared and served nutritionally balanced meals and snacks for children.
- Modeled appropriate social behaviors and encouraged concern for others to cultivate development of interpersonal relationships and communication skills.
- Organized and conducted appropriate recreational activities, such as games, arts and crafts, sports, walks, and play dates.
- Assigned appropriate chores and praised targeted behaviors to encourage development of self-control, self-confidence, and responsibility.

11/13 – 02/13 ***Administrative Assistant***

Compeer Greater Buffalo, Buffalo, NY

- Answered telephones and give information to callers, took messages, or transferred calls to appropriate individuals.
- Greeted visitors or callers and handled their inquiries or directed them to the appropriate persons.
- Set up and managed paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Scheduled and confirmed appointments for clients, customers, or supervisors.
- Established work procedures or schedules and keep track of the daily work of clerical staff.
- Coordinated conferences, meetings, or special events, such as luncheons.
- Inventoried and ordered materials, supplies, and services.

## **EDUCATION, TRAINING, and ACHIEVEMENTS**

### ***Certifications***

Mandated Reporter – 2020

PCA - 2016

### ***GED***

Kenmore West high School, Buffalo, NY