

KINDERGARTEN TEACHER

Professional Summary

Energetic, results-oriented team-player eager to bring strong administrative skills to a growing company in need of top-level support.

High-performing Administrative Assistant with extensive experience working with a diverse client base and delivering results.

Core Qualifications

- Microsoft Office: Word, PowerPoint, Excel, Outlook
- Inspiration Software
- Publisher Software
- Quick learner/Adaptable
- Strong Typing Skills
- Lifelong learner
- Proofreading/Grammar
- Strong interpersonal skills
- Resourceful & adaptable
- Professional and mature
- Self-starter/self-directed
- Results-oriented
- Flexible & adaptable
- Time management
- Meticulous attention to detail

Experience

Company Name City , State KINDERGARTEN TEACHER 09/2013 to Current

Create engaging and inquiry based lesson plans in accordance with District-wide curriculum units following Common Core standards for Kindergarten. Differentiate instruction according to students' ability and skill level. Work with a diverse student population including English Language Learner (ELL) students, and non-English speaking students. Delegate tasks to teacher assistants and volunteers. Establish positive relationships with students, parents, and fellow teachers as well as collaborate to plan and schedule lessons promoting learning and student engagement. Earned positive verbal/written feedback from parents regarding classroom instruction and student learning success.

Received an Award from the Boys & Girls Club of Nashua;

2014-2015 TEACHER OF THE YEAR AWARD FOR KINDERGARTEN

Company Name City , State K-5 LITERACY & MATH INTERVENTIONIST 09/2008 to 09/2013 Provided daily small group literacy and math intervention services using researched based programs for students, K-5, who are at risk of failing to meet district and state standards. Communicated effectively, students' progress or needs and established positive relationships with students, parents, specialists, and fellow teachers from various grade levels.

Company Name City , State STUDENT TEACHER/SUBSTITUTE TEACHER 09/2006 to 06/2008

*Student Teacher for Grades 2 and 4. Substitute Teacher for grades K-12 and High School Substitute Teacher at Hollis/Brookline High School.

Company Name City , State DIRECTOR, INDEPENDENT CONTRACTOR FOR PAMPERED CHEF 01/2000 to 04/2003

Successfully operated a home-based direct-sales business by marketing kitchen tools through in-home cooking demonstrations achieving top personal sales and top recruiter as well as three all expense paid trips for two.

Company Name City , State PHARMACY TECHNICIAN 01/1993 to 10/1996

Assisted in preparation and filling of prescriptions requiring 100% accuracy.

Company Name City , State Owned & Operated IN-HOME DAYCARE 03/1990 to 01/1995

Company Name City , State ACCOUNTANT I 01/1987 to 03/1990

Responsible for entire billing cycle of various government contracts all requiring 100% accuracy.

Company Name City , State ACCOUNTANT ASSISTANT 01/1985 to 01/1987

Responsible for entire billing cycle.

Company Name City , State ADMINISTRATIVE CLERK 01/1984 to 01/1985

Proposal preparation, audit support and material reconciliation.

Company Name City , State SECRETARY I 01/1982 to 01/1984

Provide secretarial support for ten administrators and program manager.

Education

MASTERS OF EDUCATION IN : ELEMENTARY EDUCATION 2008 Rivier University , City , State , USA

æ NH Elementary Educator Certificate K-8 (1811) Current through 6/2017 ; PRAXIS I & II April 2006, Sept. 2007

BACHELOR OF SCIENCE : BUSINESS MANAGEMENT 1987 Rivier University , City , State , USA

ASSOCIATE OF SCIENCE : ADMINISTRATIVE SECRETARIAL MANAGEMENT 1982 Nashua Community College , City , State , USA

Non-Degree Program : INTEL MATH I & II 2012 Plymouth University/UNH Manchester , City , State , USA Earned 6 Graduate Credits, 80 hours of Content-intensive professional development and learning strategies regarding K-8 core mathematic concepts.

Professional Affiliations

NASHUA GARDEN CLUB, 2004-Present

MEDIC ALERT COMMUNITY AMBASSADOR, 2005-2010

Organized & distributed MedicAlert collateral to surrounding medical community.

CHARLOTTE AVENUE ELEMENTARY SCHOOL CLASSROOM & PTO VOLUNTEER 1996-2008

Room mom, Reading & math groups, chaperone, baker, Hospitality & Garden Club, Ski & Chess Club

Skills

Computer proficiency, organizational skills, multi-tasking, customer service, Proofreading, Prioritization, Secretarial skills, time management, accounting, direct sales, data collecting, marketing, recruiting, proposal preparation, education, cooking, baking, and I can teach a non-English speaking person to speak, read and write in English.

Computer Skills: Microsoft Office Suite: Word, Excel, PowerPoint, Outlook; Inspiration Software & Publisher. Open to learning new software.