

## KINDERGARTEN TEACHER

### Summary

I have been an elementary educator for Henrico County Public Schools for 16 years. I have taught Head Start, Federal Preschool Programs, first grade and kindergarten. Prior to my teaching career, I worked in administration and management and have experience with accounting, ordering, payroll, computer systems, scheduling and interacting with the general public in multiple capacities.

### Skills

- Meticulous attention to detail
- Professional communication
- Conflict resolution techniques
- Strong problem solver
- Account Reconciliations
- Cost accounting
- Flexible and adaptive
- Intimate knowledge of school system

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### Experience

#### Kindergarten Teacher

August 2011 to Current Company Name i¼ City , State

- Served as Team leader for three years.
- Served as collab partner with special education specialist for three years.
- Encouraged students to persevere with challenging tasks.
- Set and communicated ground rules for the classroom based on respect and personal responsibility.
- Mentored and counseled students with adjustment and academic problems.
- Took appropriate disciplinary measures when students misbehaved.
- Differentiated instruction according to student ability and skill level.
- Encouraged children to be understanding of others.
- Promoted good behaviors, accountability and social responsibility.

#### Head Start/Federal Preschool Programs Teacher

August 2006 to July 2011 Company Name i¼ City , State

- Encouraged parents to take an active role in their child's education.
- Encouraged students to explore issues in their lives and in the world around them.
- Enhanced reading skills through the use of children's literature, reader's theater and story time.
- Delegated tasks to teacher assistants and volunteers.
- Established positive relationships with students, parents, fellow teachers and school administrators.
- Taught students in various stages of cognitive, linguistic, social and emotional development.

#### First Grade Teacher

November 2003 to July 2006 Company Name i¼ City , State

- Served as team leader for one year.
- Served as collab teacher with special education specialists for one year.
- Strengthened parent-teacher and parent-child communication by holding regular parent-teacher conferences.
- Created lesson plans in accordance with state curriculum and school-wide curriculum standards.
- Taught students to exercise problem solving methodology and techniques during tests.
- Observed and assessed student performance and kept thorough records of progress.

#### Head Start Teacher

August 2001 to November 2003 Company Name i¼ City , State

- Visited family homes twice yearly.
- Supervised children on monthly field trips to local parks, museums and zoos.
- Conducted monthly parent meetings.
- Adhered to Federal Head Start guidelines such as family style dining, developing individual student plans, and daily centers.
- Supervised and assigned daily duties to classroom assistant.
- Attended after school functions to help build a stronger community/school relationship.

#### Interventionist

January 2001 to June 2001 Company Name i¼ City , State

- Provided supplemental teaching to small groups of students who needed extra assistance based on state testing results.
- Created lessons based on state requirements.
- Observed and assessed student performance and kept thorough records of progress.
- Encouraged students to persevere with challenging tasks.

#### Assistant Manager

July 1998 to August 2000 Company Name i¼ City , State

- Managed a retail foods grocery store during assigned shifts

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- Oversaw store operations, including staff assignments and production lists.
- Assessed customer needs and responded to questions.
- Managed ordering for the store and represented store at national trade shows.
- Developed staff schedules.
- Managed payroll as backup to manager.

#### Lead Teller

June 1996 to July 1997 Company Name i¼ City , State

- Excelled in greeting customers and providing quality customer service.
- Executed accounts receivable reporting enhancements and reconciliation procedures.
- Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions.

#### Administrative Assistant

January 1994 to June 1996 Company Name i¼ City , State

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Maintained electronic and paper files.
- Maintained the front desk and reception area in a neat and organized fashion.
- Dispersed incoming mail to correct recipients throughout the office.
- Made copies, sent faxes and handled incoming and outgoing correspondence.

#### Education and Training

Master of Teaching (M.T.) , December 2000 Virginia Commonwealth University i¼ City , State , US Early education: Pre-K through fourth grade

Bachelor of Science : Psychology , 1997 Virginia Commonwealth University i¼ City , State , US

#### Credentials

Commonwealth of Virginia Teaching license, # PGP-562282, renewed in 2016