

ACTIVITY SPECIALIST

Summary

Highly knowledgeable, creative and resourceful Educator with experience in developing students' interest in and appreciating music through teaching theory, history and practical skills.

Education professional driven to create an environment that promotes hands-on learning for children at all stages of the learning process. I have over 10 years of vocal training and 8 years teaching experience. I have a deep concentrate in music education, special education Educator talented at making special needs children feel valued and accepted. Encourages each child to reach their full potential. and vocal instruction. Friendly and energetic, with 8 years in substitute teaching in a public classroom environment. Motivated to help students learn and be happy, healthy and well-behaved. Educator versed in collaborating with teachers and parents to best meet each individual's unique needs. Attentive to the physical, emotional, intellectual and social needs of each student. I perform extraordinarily well with others and as a team leader. I am assertive and I strive to do the best job possible. Motivated teacher with extensive knowledge of the education system and educational testing standards. Exceptional communicator with advanced problem-solving skills.

Highlights

Microsoft Word, Photoshop, Filemaker, HTML. and

MS Office proficient

- Competent in Smartboard technology

Substitute Teaching Certificate

- Mother of two children

6 years as summer camp counselor

First Aid and CPR Certified

Fast learner

Vocal instructor

Scheduling proficiency

Strong communicator

Basic clerical knowledge

Classroom management

In-depth knowledge of autism

Accomplishments

Founded the Desi Arnaz Performing Arts Department at I.S 238 and led it for 4 years.

Worked with over 200 special education students, grades 6-8, for 8

years.

Material Development

- Created an arts curriculum targeting diverse learners to create an engaging educational experience.
- Process Improvement
- Developed a level work or theory for students that resulted in numerous admission to Performing Arts Schools in the New York City Department of Education.
- **Lesson Planning:**
- Introduced new learning methods to ensure total comprehension for all students.
- Employed special educational strategies and techniques during instruction to improve the development of sensory/perceptual-motor skills, language, cognition, and memory.
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- **Goal Setting**
- Established clear objectives for all lessons/projects and communicated with students, achieving a total understanding of grading rubric and overall class expectations.
- **Community Service**
- *Served as faculty Sports and Arts Foundation representative, spreading global awareness and introducing world issues such as global warming, and recycling to students.*
- **Student-Centered Curriculum Planning**
- *Developed mid-semester evaluation for students to give feedback about current curriculum and suggest alternative course materials and subjects for remainder of year.*
- **Parent Communication**
- *Regularly met with parents to discuss student issues and course weakness areas.*

Experience

Activity Specialist

June 2001 to August 2013 Company Name 1/4 City , State

- Counselor age 6-12.
- Supervision of children and tutor in music and recreational activities.

Routinely met with students' parents regarding in-class issues and learning interruptions to discuss solutions.

Performed student background reviews to develop tailored lessons based on student needs.

Created and enforced child-based hands-on curriculum to promote student interest and receptive learning.

Earned positive verbal/written feedback from parents regarding classroom instruction and student learning success.

Developed interesting course plans to meet academic, intellectual and social needs of students.

Lead teacher Chorus

January 2009 to September 2011 Company Name 1/4 City , State

- Set up and conducted school choir in numerous productions of vocal music.
- Provided aural training through the performance of music, talks, discussion, use of audiovisual equipment, practical vocal music and written assignments.
- Trained students for vocal performances in school and abroad at the Colonial Theatre in Pittsfield Massachusetts for two consecutive years in a row.
- Teen Action Service Learning Program

Activity Specialist /Lead Teacher

January 2009 to September 2011 Company Name 1/4 City , State

- Created a learning environment for students by stimulating purposeful assignments conducive to their immediate environments.
- Guided students to create food drives, recycling campaigns, and help provide aid to countries in need.

Sales associate

September 2004 to September 2011 Company Name 1/4 City , State

- Retail services in Shoe dept.
- Participated in daily operational functions of the store.
- Delivered superior quality service while adhering to corporate, regulatory and audit guidelines.
- Provided timely and efficient completion of client transactions while maintaining accurate customer service and thorough handling of all sales assigned.
- Board of Education: Schools served: I.S.
- 109: 213-10 7184650651 Principal: Shango Blake I.S 238: 88-15.

Classroom Teacher

January 2007 to June 2008 Company Name 1/4 City , State

- My primary responsibilities were to facilitate classroom training to both English and bilingual students in vocal music, music history, and school productions.
- I headed the performing arts department in the design, development, costuming and maintenance of art materials as well as set design by

evaluating the effectiveness of the performing arts through instrumental/vocal music, dance, drama, art and technology.

- I co-facilitated weekly meetings and helped make changes necessary to improve effectiveness of student growth.

Education

Bachelor of Arts : Professional Music , 2006 Berklee College of Music, Boston Mass 02115 City , State

Minor in Music Education

Coursework in Music Education

Berklee College of Music Deans List : 2006

Received numerous letters of recommendation, and appreciation from Faculty and Staff

Art and Music , 2004 Bayside High School Art and Music
education Previously attended Berklee College of Music Bayside High School

Gained music diploma for voice and music theory.

Member of Bayside High School Choral Club

Vocal Academic Achievement Award

Interests

Fitness, kickboxing, marathons

Skills

Photoshop, Set and Design , Peer Counseling, Customer Service, HTML, Microsoft Word, Retail/Sales, Supervision, Dramatic Theater,