

TEACHER

Summary

Seeking an Education Coordinator position with a company that will allow me to fully manage curriculum development, coordinate on the job training opportunities, utilize my communication, organizational, and problem solving skills.

Highlights

- Microsoft Office (Word, Outlook, Excel, PowerPoint, Publisher, Access)
- Teaching Strategies GOLD
- CDA-Infants & Toddlers
- Maryland Child Care Credential
- PCS Web
- Leadership skills
- Time management skills
- Verbal communication skills
- Organizational skills
- Teamwork skills
- Teaching skills
- Resourcefulness
- Patience
- Responsibility
- Reliability
- Determination
- Multi-Tasking
- Basic clerical knowledge
- Reliable

Experience

Teacher 01/2014 to Current Company Name City , State

- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Prepare materials and classrooms for class activities.
- Establish and enforce rules for behavior, and procedures for maintaining order.
- Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
- Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them
- Attend staff meetings, and serve on committees as required.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Offered detailed daily reports that outlined each child's activities.
- Read stories to the children and taught them painting, drawing and crafts.
- Incorporated music and art activities to encourage creativity and expression.

Teacher 01/2008 to 01/2014 Company Name

- Escorted children on outings and trips to local parks and zoos.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Prepare materials and classrooms for class activities.
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Security and Property Clerk 01/2007 to 01/2007 Company Name City , State

- Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- Prepare meeting agendas, attend meetings, and record and transcribe minutes.
- Answer telephones, switch board, direct calls, and take messages.

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

Office Automation Clerk 01/2006 to 01/2006 Company Name City , State

- Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- Prepare meeting agendas, attend meetings, and record and transcribe minutes.
- Answer telephones, switch board, direct calls, and take messages.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.

Education

M.Ed : Educational Leadership May 2015 Concordia University City , State

Educational Leadership

B.A : Sociology 2011 University of Maryland Eastern Shore Princess City , State

Sociology

Skills

arts, conferences, edit, facsimile, instruction, Leadership skills, notes, materials, meetings, Access, Excel, Microsoft Office, Outlook, PowerPoint, Publisher, Word, Multi-Tasking, office machines, Organizational skills, photocopiers, scanners, switch, teacher, Teaching, Teamwork, telephones, Time management, Type, typewriters, Verbal communication skills, voice mail, workshops