

## TEACHER ASSISTANT

### Summary

Seeking a challenging position with a company where my skills would be fully utilized.

### Experience

Teacher Assistant Sep 2016 to Current

Company Name i¼ City , State

- Help teacher prepare materials and assignments for instruction.
- Enforce school policies and rules.
- Perform clerical duties as assigned.
- Supervise students in and out of the classroom.
- Keep classroom neat and in order.
- Observe, and assess student's performance/progress.
- Be able to effectively communicate with students, teacher and in some cases parents.
- Provide individual assistance to students experiencing learning difficulty; explain errors answer questions, assist in research, clarify directions.
- Participate in meetings and in-service training programs as assigned.
- Assist students by providing general guidance.

Office Assistant Oct 2015 to Jan 2016

Company Name i¼ City , State

- Answered phones and transferred to the appropriate staff member.
- Took and distribute accurate messages.
- Greeted clients and directed them to the correct staff member.
- Coordinated messenger and courier service.
- Received, sorted and distributed incoming mail.
- Monitored incoming emails and answer or forward as required.
- Prepared outgoing mail for distribution.
- Faxed, scanned and copied documents.
- maintain office filing and storage systems.
- retrieve information when requested.
- update and maintain internal staff contact lists.
- Monitored and maintained office supplies.
- Ensured office equipment is properly maintained and serviced.
- Kept the office area clean and tidy.

Special Education Teacher Assistant Aug 2013 to Jul 2014

Company Name i¼ City , State

- Provided extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
- Tutored and assisted children individually or in small groups in order to help those master assignments and to reinforce learning concepts presented by the teachers.
- Supervised students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Observe students' performance, and record relevant data to assess progress Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Enforce administration policies and rules governing students.

Substitute Teacher Aug 2011 to Jun 2014

Company Name i¼ City , State

- Planned and directed activities associated with project.
- Taught students with emotional impairments.
- Assisted teaching staff in public Elementary, Middle and High School.
- Graded homework and test, using answer sheets and recorded results.
- Distributed teaching materials to students such as textbooks, workbooks, and paper and pencils.
- Maintained order with in the school and on school grounds.
- Took attendance.

Teacher Assistant Sep 2010 to Jun 2011

Company Name i¼ City , State

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- Present subject matter to the students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Observe students' performance, and record relevant data to assess progress.
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- Instructed and monitored students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Enforced administration policies and rules governing students.

Office Assistant Feb 2010 to Apr 2010

Company Name 1/4 City , State

- Checked to ensure that appropriate changes were made to resolve customers' concerns.
- Documented records of customer concerns and transactions.
- Recorded details of inquiries, concerns, comments.
- Responded to customers inquiries and notified them of claim investigation results.
- Input interview information into computer.
- Collected deposits and prepared change of address records.
- Enabled significant improvements in their productivity.
- Reviewed billing questions, concerns, and forwarded as needed to departments for investigation.

Healthcare Technician Dec 2006 to May 2007

Company Name 1/4 City , State

- Answered signal lights, bells and intercom system to determine patients' needs.
- Performed duties in care of patients in nursing home under direction of nursing and medical staff.
- Served and collected food trays and fed patients requiring help.
- Transported patients, using wheelchair and wheeled cart and assisted patients to walk.
- Recorded temperature, blood pressure, pulse, respiration rates, food and fluid intake and output, as directed.
- Issued medications from dispensary and maintained records.
- Led prescribed individual and group therapy sessions as part of specific therapeutic procedures.
- Restrained, potentially violent, and suicidal patients with verbal and physical methods.
- Interviewed new patients to complete admission forms, to assess their mental health status and to obtain their mental health and treatment history.
- Encouraged patients to develop work skills and to participate in social, recreational, and other therapeutic activities that enhanced interpersonal skills and developed social relationships.

Certified Nursing Assistant Aug 2005 to Jan 2006

Company Name 1/4 City , State

- Recorded temperature, blood pressure, pulse, respiration rates, food, and fluid intake and output.
- Cleaned, sterilized, stored, prepared, and issued dressing packs.

Certified Nursing Assistant Apr 2005 to May 2005

Company Name 1/4 City , State

- Performed duties in care of patients in their home under direction of nursing and medical staff.
- Bathed, dressed, and undressed patients.
- Transported patients, using wheelchair wheeled cart and assisted patients to walk.
- Prepared meals, and assisted with activities of daily living.
- Changed bed linens, ran errands, directed visitors and answered telephone.
- Organized and labeled materials.

Education and Training

Certificate in Administrative Assistant 2016 Wake Tech Community College 1/4 City , State

Certificate 2004 Wake Tech Community College 1/4 City , State

High School Diploma 2001 Continental Academy High School 1/4 City , State

Certifications

Nursing Assistant

North Carolina Interventions

Skills

Organizational Skills Written Communications Skills Verbal Communication Skills Cultural Awareness Microsoft Typing Skills Ability to Focus Efficiency Self-Motivation Ethical