

TEACHER

Summary

- Kind, compassionate and highly motivated Teacher dedicated to creating an atmosphere that is stimulating and encouraging to all students while learning.
- Desire to inspire and motivate children to achieve their absolute best.
- Expertise in individualizing instruction based on students needs and interests.

Education

Bachelor of Arts : Childhood Education 1-6 2007 Brooklyn College City , State Minor in Psychology.

Associate of Arts : Liberal Arts 2003 Nassau Community College City , State Liberal Arts

Experience

Teacher Current Company Name City , State

- Create a classroom environment conducive to learning and growing.
- Adapt and modify lessons to meet student's academic needs.
- Conduct a variety of activities for individual lessons, group projects, and movement time to further enhance learning.
- Collaborate with other staff members to plan and schedule lessons promoting learning and student interests.
- Organize activities that develop children's physical, emotional and social growth.
- Redirect children to encourage safe and positive behaviors in the classroom.
- Encourage curiosity, exploration and problem-solving with age-appropriate playtime activities.

Student Teacher 09/2006 to 02/2007 Company Name City , State

- Completed four months of teaching experience in a 1st grade classroom, collaborating with a cooperating teacher and other staff members to plan and schedule lessons that encourage learning.
- Differentiated instruction according to student interest, ability and skill level.
- Observed and assessed student performance and kept thorough records of progress using running records, rubrics, student portfolios, and teacher-made exams.
- Created a student-based, constructivist environment where exploration, questioning, problem solving, accountable talk, and a love for learning were promoted.
- Prepared lesson plans for each component of Balanced Literacy according to a new thematic unit every month.
- Established positive relationships with students, parents, fellow teachers and school administrators.

Dentist Office Manager 07/2002 to 09/2012 Company Name City , State

- Led a team of 10 employees and was responsible for administering staff training and delegating duties for the practice.
- Promoted twice in my tenure.
- Managed difficult or emotional patient situations and responded promptly to patient needs in pain and emergencies.
- Educated patients about proper oral hygiene and prevention of dental diseases.
- Accurately collected and recorded patient medical and dental histories.
- Provided appropriate treatment plans and postoperative instructions to the patients as prescribed by dentist.
- Managed collections, claims and appeals with insurance companies.
- Worked closely with insurance companies to ensure pre-approvals, prior authorizations and that patient's visits were properly documented and paid.
- Maintained proper graphical and perio charting for the hygienist.
- Scheduled and maintained a calendar of appointments, meetings, and travel itineraries.
- Established and maintained excellent working relationships with patients and employees to this day.

Certifications

- First Aid CPR
- Child Care Facility Rules & Regulations (FACR)
- Identifying and Reporting Child Abuse and Neglect (CAAN)
- School-Age Appropriate Practices (SAP)

Skills

- Creative at lesson planning and hands-on instruction.
- Student Assessment.
- Classroom Management.
- Able to inspire, comfort and build self-esteem.
- Outstanding communication skills.
- Dependable and detail orientated.
- Excellent organizational skills.

Languages

- Trilingual in English, Russian and Hebrew.