

Support | Plan | Communicate | Organize | Direct | Execute

Target Roles → Executive Assistant, Administrative Assistant, Administrator

Versatile and energetic masters level professional bringing background rich in success using experience-backed judgment, strong work ethic, and irreproachable integrity. Brings a natural talent and ability to direct others towards a common goal and a unique understanding of how to collaborate, “get things going”, and work effectively with a wide range of people. Reputed for outstanding verbal communication and multi-tasking skills. Proficient in all Microsoft Office suite applications.

Correlation of Teaching and Executive Assistant Responsibilities:

- Teachers are charged with **multi-tasking** every single second of every day.
- Teachers must exhibit exceptional **people management skills**. They must be skilled in all facets of resolution and crisis management with children to children, children to staff, and staff to staff.
- Teachers must achieve expert level skills in **presenting ideas** and information in an articulate, entertaining and likeable manner to obtain results.
- A successful teacher must be able to relate to all members of the community, not just parents.
- The ability to **work in a fast paced, high pressure environment** and nimble, “quick to think on your feet” mentality is mandatory. **Consistent follow through** is imperative, especially when addressing disciplinary issues.
- Teachers must be **visionaries** and adept at conceptualizing beyond short-term issues whilst **creating long-term innovative solutions** for improvements.

Summary of Transferable Skills & Related Experience

Meeting Planning & Calendar Management: Day to day responsibilities include planning and attending meetings, conferences, and workshops with parents, teacher committees, school staff, and school district administration.

Technology: Utilize Microsoft Word, PowerPoint, Publisher, Smartboard technology, and iPad applications on a daily basis to enhance classroom activities. Craft presentations for parent teacher conferences and school open houses.

Composing letters, memorandums, reports, and proposals: Write letters, notices, and proposals. Create flyers for events. Write ad-hoc reports for executive administration. Perform as Curriculum Writer and design interdisciplinary curriculum for the elementary school. Write monthly educational articles to bridge the gap between home and school.

Event Planning/Project Management Experience:

- ✓ Chair Person: Science Fair (2010/2011), International Celebration (2008/2009); Art Program (2007/2008).
- ✓ Lead school-wide Earth Day Beautification Project and Literature/Craft Club.
- ✓ Coordinated and streamlined school wide events “Living Literature,” a school-wide event making literature “come alive,” and “It’s Not Magic, It’s Science”.
- ✓ Hosted the Before School Club, the Book Club, Computer Club, Book and a Bagel Club.
- ✓ Performed lead supervisor at summer day camp for 5 years requiring event packed days with 500 campers and 40+ events within 8 week period.
- ✓ Coordinate additional 3 – 5 school events per year including blood drives, holiday events, and end of year activities.
- ✓ Lead staff in the use of Literacy Centers; co-lead primary teachers on literacy instruction.
- ✓ Pioneer teaching methodologies, strategies or instructional techniques for reading.
- ✓ Developed school wide Character Education program with a literature tie-in.

Ability to articulate information in a clear and concise manner: Participate in curriculum planning, attend workshops, and present details to school administration. Present success of disabled students in school district meetings with executive level administrators, psychologists, social workers, and special education attorneys. Train staff.

Talent in proof reading and providing error free documents: Update student permanent record cards and disabled student Individualized Education Plans on a quarterly basis.

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Leadership: Perform as Faculty Advisor. Aid new teachers in the preparation of lesson plans, time-management, portfolio assessment, and the maintenance of student records. Mentor and coach utilizing techniques on maximizing and directing the efficiency of parent-teacher conferences. Instruct new teachers on the preparation of lesson plans for students with Dyslexia, Autism, ADHD, and other developmental delays.

Marketing/Advertising: Serve as key enrollment coordinator for summer day camp and elementary school. Create advertisements to attract potential families, assist with scheduling of appointments, prepare educational materials for Open Houses, conduct tours, and assist with student placement.

Collaboration/Teamwork: Foster effective communication between all levels of staff including administration, psychologists, nurse, social workers, parents/guardians, and Parent Teacher Association.

Professional Experience

PRIVATE SCHOOL, New York, NY..... 2006 to Present

Fourth Grade Classroom Teacher

Established and implemented entire first grade curricular for this inclusion-based classroom. Design and implement lesson plans and student-centered lessons in all subjects. Institute a balanced literacy program which includes guided reading, shared reading, independent reading, read aloud, think aloud, and reading partnerships. Utilize SMARTboard instruction in the classroom. Collaborate with faculty to implement school-wide lesson plans and school-wide events. Participate in parent-teacher conferences. Train and mentor teaching assistants, student-teachers and student observers. Facilitate school in recruiting and evaluating incoming students.

Day Camp Leader

Team Lead • 6/06 to Present

Division Leader, Older Girls (Fifth & Sixth Grade) • 6/08 to 8/08

Division Leader (Super Seniors Seventh through Ninth Grade) • 6/08 to 8/08

Language Immersion Teacher, Direct Language Workshops • 6/07 to 8/07

Reading Tutor • 6/06 to 8/06

PUBLIC SCHOOLS, New York, NY..... 2006

Teaching Assistant

PRIVATE SCHOOL, New York, NY..... 2003 to 2005

Elementary Education Teacher, Second Grade

Education & Certifications

L.I.U., C.W. Post | Masters in Childhood Special Education Program (2006)

G.P.A., 3.8, Academic Scholarship

St. Joseph's College | Bachelor of Arts in Elementary Education (2003)

Dean's List, G.P.A., 3.7, Academic Scholarship

New York State Permanent Certification in Students with Disabilities, Grades 1-6 (2006)

New York State Permanent Certification, Pre-Kindergarten, Kindergarten and Grades 1-6 (2003)

CPR & First Aid Certified