

# ROBERT SMITH

## 5th Grade Teacher

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3+ years of experience as a 5th Grade Teacher. Deep passion in working with children and families Excellent ability to identify potential risks to children Knowledge of issues in the protection and care of children and young people Exceptional ability to relate to people from a wide range of backgrounds Superb ability to work independently and as part of a team Effective communication and interpersonal skills Strong commitment to serve disadvantaged youth Outstanding computer skills.

## EXPERIENCE

### 5th Grade Teacher

#### Wilkins Elementary School - 2017 - PRESENT

- Developing lesson plans and impart education based on individual students abilities.
- Teaching a variety of subjects including language arts, social studies, art, science, and mathematics.
- Developing learning aids and materials for the purpose of teaching concepts in class.
- Using a wide array of instructional strategies such as lectures, group discussions, and inquiry to facilitate understanding.
- Ensuring that each lesson plan is translated into learning experiences so that instruction time is used effectively.
- Establishing and maintaining standards of student behavior and ensure that it is adhered to.
- Using computers for research, enrichment, writing, review, and presentations.

### Claims Representative Associate

#### Unitedhealth Group - 2015 - 2017

- Provide expertise or general claims support by reviewing, researching, investigating, negotiating, processing and adjusting claims.
- Constantly meet established productivity, scheduled adherence, and quality standards.
- Ability to multi-task, understand multiple products, and multiple levels of benefits within each product.
- Responsible for handling incoming medical and hospital claims ensuring an elevated level of customer service and maximizing productivity.
- Verifies eligibility and benefits accurately and in a timely manner in accordance with company policy.
- Entered detailed claim file notes in file management database on a daily basis in accordance with instructions from the Claims Handlers.
- Answered incoming telephone calls and general questions when

appropriate.

## **EDUCATION**

- Masters Of Arts in Psychology - 2014 to 2016(Ashford University )  
Bachelor Of Arts in Psychology / Minor Child Development - 2011 to 2014(Ashford University )

## **SKILLS**

Endorsement In Technology, ESL, And Completed State Requirement For 3rd Grade Reading Guarantee.