

Robert Smith

Bilingual Paraprofessional

CONTACT DETAILS

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www.qwikresume.com

PERSONAL STATEMENT

Bilingual Paraprofessional is responsible for Managing internal communications (e.g., press releases, social media) and external communications (e.g., corporate press releases) with minimal input from other departments, Managing internal documentation within a collaborative environment (e.g., documentation in CAD, PowerPoint presentations), Supporting departmental priorities within a collaborative environment.

WORK EXPERIENCE

Bilingual Paraprofessional

ABC Corporation - September 2006 - May 2009

Responsibilities:

- Assisted teachers in classroom and work with children that need help reading.
- Translated correspondence/flyers to and from English and Spanish.
- Filled in for absent teachers when necessary.
- Helped office when needed and necessary.
- Tested all children who enter the ESOL Program Create any required paperwork to go along with childrens test scores.
- Contacted parents and explain what the ESOL Program is and does for their children.
- Translated any paperwork in Spanish for parents to receive at home.

Bilingual Paraprofessional

Delta Corporation - 2002 - 2006

Responsibilities:

- Duties included translating, answering phones, covering the front office when Secretary was out, filing paper work, running errands, monitoring .
- Filed student records Maintained daily attendance Assistant support in class room One on One assistance with students Translator.
- Provide instructional assistance to students grades 4th through 6th grade Provide Special Education instruction to students 4th through 6th grade.
- Provides support to classroom teacher daily and promotes planned activities to enhance the emotional, academic, and physical development of students .
- Conducted home visits to evaluate family dynamics Completed report and communicated to school or district office Administered placement tests.
- translate for classroom teachers from kindergarten to 5th grade.
- Provide one on one services for English learning students Help prepare and present lessons under the supervision of the teacher Help teacher assess .

SKILLS

Microsoft Office,
Planning, Programming,
Assisting.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Associate Of Applied Science