Robert Smith

Educational Assistant - Accounting

CONTACT DETAILS

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PERSONAL STATEMENT

To secure a challenging position that provides growth and learning opportunities, as well as enables me to utilize my knowledge and skills in customer service to contribute to the overall goals of the company.

WORK EXPERIENCE

Educational Assistant - Accounting

Grants Pass School District - June 2010 – 2019

Responsibilities:

- Assisted front office staff with computer and phone duties, answered parent questions, and helped to direct people to the correct locations.
- Assisted students in using mobile computers to complete testing and navigate online reading programs.
- Encouraged students to be understanding of and helpful to others.
- Applied the positive reinforcement method to redirect negative behaviors.
- Observed students to supply teachers with feedback regarding potential learning blocks and opportunities for support.
- Supplied one-on-one attention to each student, while maintaining overall focus on the entire group.
- Physically and verbally interacted with students throughout the day to keep them engaged.

Educational Assistant

ABC Corporation - 2008 – 2010

Responsibilities:

- Providing support for the BASC program (before and after school), and during normal class hours.
- Account for all students present, listing their names and having their caregivers sign them out, when students are picked-up.
- Provide students supervision, during activities such as drawing, playtime outdoors and gym use.
- Contact supervisor and parents, when the need arises, as in instances of injury to a student.
- Accept additional responsibilities, when assigned, such as helping students with class work; in small groups, one-on-one.
- Supervisor - Principal Dr.
- Anne Penny 204-837-2326..

Education

Associate of Science in Computer Networking - (Rogue Community College - Grants Pass, OR)

SKILLS

Eaglesoft.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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