

ROBERT SMITH

Senior Instructional Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Energetic and reliable Senior Instructional Assistant, driven to reach all goals. Very hands-on and adapts quickly to any given situation. Has worked in highly stressful environments and can maintain professional ethics, as well as completing the task. Strong multi-tasking and problem-solving skills. Always goes above what's expected and very willing to learn new tasks. Seeking a position as an elementary school teacher to teach either general or special education, in a school community where my skills and education can become an asset.

CORE COMPETENCIES

Instructional Assistant, Special Education, Microsoft Office, Alpha/Numerical Filing, Customer Service

PROFESSIONAL EXPERIENCE

Senior Instructional Assistant

ABC Corporation - October 2014 – Present

Key Deliverables:

- Collaborating with VPK instructors in mediating a positive atmosphere, classroom support, and structure of classroom behavior management protocol.
- Heading the before and after school program for students, providing educational assistance, resolving cases of developmental, mental, and behavioral abnormalities by implementing positive reinforcement programming within the academy.
- Communicating with parents on a weekly basis to provide updates on their child's weekly improvements and facilitating family engagement.
- Assisting, teaching, and reinforcing organizational, preparation, and time management skills including maintaining binders for each class, locker organization, and effective use of student agenda book.
- Organizing files, developing spreadsheets, faxing reports and scanned documents.
- Making copies, sending faxes and handling all incoming and outgoing correspondence.
- Serving as a central point of contact for all parents needing to meet with the teacher.

Junior Instructional Assistant

ABC Corporation - 2012 – 2014

Key Deliverables:

- Managed the classroom area, including greeting parents and responding to telephone and in-person requests for information.
- Achieved maximum results by breaking down seemingly large learning tasks into meaningful and manageable segments.
- Helped develop a curriculum that reflected students' needs and interests.
- Assisted in implementing various reading, math, social studies, and science programs.

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- Created lesson plans and lead twice-weekly discussion sessions for an undergraduate writing and psychology class.
- Supported and mentored students to develop/improve all aspects of life skills, independence, and academic levels.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

- Master Of Education in Curriculum And instruction in Technology - 2012(Grand Canyon University - Phoenix, AZ)Master Of Science in General And Special Education - 2007(TOURO College - Brooklyn, NY)Bachelor Of Science in Physical Education/ Recreational Activities & Liberal Arts - 1995(Brooklyn College - Brooklyn, NY)