

Objective

Caring and compassionate Classified Instructional Assistant with a desire to serve and help people and the community. Possesses effective communication skills and ability to resolve problems. Established a reputation as hard-working, consistent, team-oriented, conscientious and honest. To apply the methods, knowledge, and skills from my education, training, and work experience into becoming a great instructor, training coordinator, and positive role model, while striving to accelerate my career with education and training that will provide me with the necessary skills to achieve excellence in the workplace.

Skills

Customer Service, Public Relations, Problem Solving, Analytical, Inventory Management, Supervisory, Leadership, Teamwork

Work Experience

Classified Instructional Assistant

ABC Corporation - 2011 – Present

- Developing strategies to teach basic 1st - 3rd-grade reading, math, science, social studies, and social skills.
- Providing small group instruction in science, technology, literacy, and mathematics.
- Assisting in fundraising endeavors to raise money for autism awareness and reading achievement.
- Providing peer training in student relationship building, a variety of teaching strategies, and reward systems.
- Providing support to teachers and students as required in a classroom setting.
- Maintaining a friendly, supportive atmosphere for students, staff, and the public, while performing other related duties as required.
- Maintaining a variety of records including health required documents and individualized educational plan.

Instructional Assistant

ABC Corporation - 2009 – 2011

- Assisted students in specialized educational programs that have a variety of physical handicaps, learning disabilities, emotional or behavioral problems.
- Maintained computers in classrooms and laboratories and assisted the students with hardware and software use.
- Distributed teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Discussed assigned duties with classroom teachers to coordinate instructional efforts.
- Enrolled individuals to participate in programs and notified them of their acceptance.
- Used computers, audio-visual aids, and other equipment and materials to supplement presentations.
- 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

Certificate Of Leadership in Leadership - 2008 (Calvary's Leadership Institute) Certification Of Recognition For Management Skills in Child Development - (Center An Entity Of Mt. Calvary Holy Church) Bachelor Of Science in Counseling - 2001 (New Vision University - Lincolnton, NC)