

# ROBERT SMITH

## Bilingual Instructional Assistant

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

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### SUMMARY

Talented Bilingual Instructional Assistant with an exceptional ability to establish cooperative, professional relationships with parents, staff, and administration. Clear communicator who prioritizes students' success, as well as their personal and school development. Self-motivated team player with a strong work ethic and determination to complete tasks in a timely manner. Enjoys helping and working with families, staff, and children.

### CORE COMPETENCIES

Microsoft Office, Data Collection, Answering Phone, And Typing

### PROFESSIONAL EXPERIENCE

#### **Bilingual Instructional Assistant** **ABC Corporation - April 2016 – Present**

##### **Key Deliverables:**

- Implementing learning activities to address individual differences of students, and working with young students to help them increase their independence and confidence in daily lessons, while still being available as a reliable and approachable support figure.
- Increasing the efficiency and effectiveness of classroom teaching time by scheduling group rotations and implementing new ways to organize, communicate and record daily progress of students with teachers.
- Teaches reading, language arts, math, and sciences in a self-contained classroom.
- Communicating with children to provide them with comfort, encouragement and positive reinforcement.
- Creating strategies to meet the needs of mentally and physically disabled students.
- Leading activities that developed students physical, emotional and social growth.
- Giving one-on-one attention to students, while maintaining overall focus on the entire group.

#### **Junior Instructional Assistant** **ABC Corporation - April 2012 – April 2016**

##### **Key Deliverables:**

- Implemented and used long-range goals of instruction in accordance with the curriculum.
- Monitored and assessed students progress on a regular basis and promoting students critical thinking skills.
- Responsible for implementing teaching strategies and modifications set up by teachers and assisting students in the learning process.

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- Conducted small group and individual classroom activities based on differentiated learning needs.
- Physically and verbally interacted with students throughout the day to keep them engaged.
- Supported students in developing strategies for individual needs and classroom group dynamics.
- 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

Bachelor Of Arts in Liberal Studies - 2010 (Humboldt State University - Arcata, CA)  
High School Diploma in General Studies - 2003 (Edison High School - Fresno, CA)  
Computer Science - 1994 (Dalian University Of Technology)

