

Robert Smith

Paraprofessional

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SUMMARY

Dependable, energetic Paraprofessional/Vocational Tutor seeking a position within a company that'll provide me professional growth. To obtain a teaching position as a Mild-Moderate Intervention Specialist in a K-12 setting where I can increase the interest and skills of education to students. Reliable, dependable, and hard-working, with effective communication skills. Eager to learn with the ability to adapt quickly to a challenge. Able to work in an environment both as a team player and independently.

SKILLS

Teacher Paraprofessional, Customer Service, Administrative Support, Record Keeping, Microsoft Word, Excel, Powerpoint

WORK EXPERIENCE

Paraprofessional

ABC Corporation - July 2008 - May 2009

- Worked with consumer ages 7-18 years old that was emotionally disturbed, had aggressive behaviors, mental illness and some that had substance abuse issue.
- Coordinated and monitored services through the provision of direct and indirect services to eligible consumers.
- Work with team leads to develop their person-centered plans and meeting consumer goals and objective.
- Reviewed files, records, and other documents to obtain information to respond to requests.
- Complied with all governmental regulations regarding the care of children.
- Submitted paperwork and weekly progress reports of 20 children for review.
- Reviewed lessons with students to ensure understanding and provide remediation.

Education Assistant/Paraprofessional

ABC Corporation - August 1997 - August 2004

- Discussed assigned duties with classroom teachers in order to coordinate instructional efforts.
- Instructed and monitored students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Presented subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Organized and labeled materials and display students work in a manner appropriate for their eye levels and perceptual skills.
- Distributed tests and homework assignments, and collect them when they are completed.
- Typed, filed, and duplicated materials. Distributed teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Used computers, audiovisual aids, and other equipment and materials to supplement presentations.

EDUCATION

Business Administration - 1996 (Davenport University - Kalamazoo, MI) Still Attending - (Estrella Mountain C.C. - Goodyear, AZ) Diploma - 2007 (A.H. Parker High School - Birmingham, AL)