

Robert Smith

Paraprofessional Aide/Consultant

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Over 20 years of experience, including Retention Specialist, Assistant Teacher and Office Manager/Administrative Assistant in industries including Communications, Health Services and Social Services.

WORK EXPERIENCE

Paraprofessional Aide/Consultant

ABC Corporation - September 2004 - January 2005

Responsibilities:

- Participated in classroom activities under the direction of a certified teacher.
- Complied with all governmental regulations regarding the care of children.
- Observed and evaluated student performance.
- Presented subject matter to students under teacher direction.
- Displayed students work in a manner relevant to their eye levels and skills.
- Provided extra assistance to students with special needs.
- Worked directly with special needs students, listened to students practice reading aloud.

Paraprofessional Aide

ABC Corporation - 2003 - 2004

Responsibilities:

- Assisted 2 students with special needs in and out of the classroom; helped them prepare for transitions throughout the day and assisted them with their classwork.
- Guided a group of kids who needed extra help with reading and staying focused in class.
- Supervised lunch and recess for the 3rd grade.
- Assisted two elementary students with special needs prepare for transitions throughout the school day to provide smooth transitions Adapted games to aid students in reaching their IEP goals Supervised lunch and recess for the third grade, maintaining a safe, pleasant atmosphere Praised by supervisor for being "punctual, professional and always [giving] her best effort.
- She worked with some very challenging students and they responded very positively while in her care.
- She was a good addition to our staff and we would hire her back if the opportunity presented itself."
- This is Dummy Description data, Replace with job description relevant to your current role.

SKILLS

Microsoft Office - Excel,
Sage, Quick Books
Accounting Software,
Microsoft Office - Word.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Certificate in Accounting and Accounting for Entrepreneurs 2016 Fall
in Accounting Specialist - 2015(Des Moines Area Community College -
Ankeny, IA)