

## Objective

Have spent the last ten years working in the education field, however, currently interested in any field that could revolve around an education background. Also willing to consider other options as well, as have a history of doing temp work in the data entry field.

## Skills

Microsoft Office, Customer Service, Inventory Management, Logistics, Data Entry, Fluency In Serbo-Croatian, Managerial, Team Development, Educator, Web Design, Hand Tools.

## Work Experience

### Per Diem Substitute Teacher

**ABC Corporation** - February 2016 – June 2016

- Assumed full responsibility for general/ special education and dual-language classrooms.
- Provided continuity and enhancement of the learning process.
- Utilized a hands-on approach towards teaching combining projects, reports, plays, and discussion into all core subject areas including gym, music.
- Assumed all responsibilities of the classroom teacher and adhered to lesson plans.
- Set clear expectations for students behavior and provided consistent classroom management.
- Maintained a neat and orderly classroom.
- Conducted classes for three weeks.

### Per Diem Substitute Teacher

**Delta Corporation** - 2015 – 2016

- Conducted classes for three weeks.
- Worked as general education.
- Assumed full responsibility for general/ special education and dual-language classrooms.
- Provided continuity and enhancement of the learning process.
- Utilized a hands-on approach towards teaching combining projects, reports, plays, and discussion into all core subject areas including gym, music.
- Assumed all responsibilities of the classroom teacher and adhered to lesson plans.
- Set clear expectations for students behavior and provided consistent classroom management.

## Education

Master of Professional Studies in Education - 2004(Manhattanville College - Purchase, NY)