

Robert Smith

School Teacher

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SUMMARY

4 years of experience as a School Teacher is now seeking to obtain a position as a classroom assistant, camp counselor, or substitute teacher where I will be further challenged in the classroom setting.

SKILLS

Microsoft Office, Mac OS, General Office Equipment Proficiency, Customer Service, Multi-line Phones, Appointment Scheduling, Social Media Marketing, Detail Oriented, Excellent Communication And Time Management.

WORK EXPERIENCE

School Teacher

Leroy Springs & Co, Inc. - 2015 - Present

- Supervising children while engaging in activities such as arts and crafts, homework, centers, snack time and outdoor play.
- Overseeing and development activities with a focus on environmental stewardship, positive self- esteem, fostering healthy relationships, social activity, and appropriate behavior.
- Attending staff meetings and training and development sessions.
- Assessing and evaluating students' educational progress and abilities.
- Setting and conducting testing.
- Discussing students' progress with parents and guardians, administrators and other professionals as necessary.
- Organising, attending and supervising school activities such as excursions, school concerts, camps and sporting events.

Teacher/Sales

Gymboree Play And Learn - 2014 - 2015

- Creatively teach and engage children using lesson plans and appropriate play tools.
- Prepare materials for lectures and presentations.
- Assign, correct and grade homework assignments, classroom work and tests, and quizzes.
- Issue quarterly progress reports and semester report cards.
- Participate in parent-teacher meetings and communication.
- Possess a keen understanding of the needs of high school students.
- Contributed to the overall effectiveness of the after-school program.

EDUCATION

Business Administration/Management - (Strayer University - Chamblee, GA)Diploma in Mind/Body Wellness - (Southwest Institute Of Healing Arts - Tempe, AZ)