

# ROBERT SMITH

## Special Needs Aide

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A challenging position as a Special Education Aide that will utilize my experience and skills while offering an opportunity for career growth. Completing all catering requests. Cleaning all areas of the Food Service Department. Wrapping, date and labelling all food items. Operating the cafeteria cash register. Preparing the cafeteria salad bar. Working in the dish room as requested.

**SEPTEMBER 2001 - JUNE 2003**

### **SPECIAL NEEDS AIDE - ABC CORPORATION**

- Successfully maintained a Special Education classroom with emotionally disturbed students.
- Tutored students in mathematics and language arts.
- Assisted classroom teacher with daily activities and preparing materials for their lessons.
- Attended back to school night and parent teacher conference.
- Worked one-on-one with a cerebral palsy student in both the middle and high school level.
- Provided in-class support to students with various learning disabilities.
- Tutored students in the school environment who had behavioral problems.

**1997 - 2001**

### **SPECIAL NEEDS AIDE - DELTA CORPORATION**

- Full-Time -Aided a class room of 30 third grade students, with a concentration on students with noted behavioral, emotional and mental issues.
- Worked with third grade teachers, grading, making copies and performing other classroom duties.
- Assist with classroom management by providing support to the teacher.
- Assist student with completion of class assignments, activities, and homework.
- Provide one-to-one attention to the students when needed.
- To Facilitate Transportation Needs Of Special Needs and Handicapped Children Within The Public School System.
- Ensuring Each Student Arrives To School, Appointments and Counseling In Timely Manner and Making Adequate Schedule Changes As Needed.

## **EDUCATION**

Bachelor Of Humanities

## **SKILLS**

Proficient in SuperCoder, Final Cut Pro, Microsoft Office, Excel, PowerPoint, and Adobe Photoshop.