

OLIVIA SMITH

Sub Paraprofessional

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PROFESSIONAL SUMMARY

With a robust decade of experience as a Substitute Paraprofessional, I specialize in creating inclusive learning environments for diverse student populations. My expertise in implementing tailored educational plans and fostering collaboration with educators drives student engagement and academic success, empowering every learner to thrive.

WORK EXPERIENCE

Sub Paraprofessional

Pineapple Enterprises

📅 Jun / 2019–Ongoing

📍 Santa Monica, CA

1. Supported teachers in daily classroom activities, enhancing overall learning experiences.
2. Provided one-on-one and small group instruction for students in grades K-5, focusing on individualized learning.
3. Engaged with children through interactive activities, fostering a positive learning atmosphere.
4. Assessed developmental needs of students to tailor support effectively.
5. Collaborated with teachers to develop lesson plans and structured play activities.
6. Reported to various public schools, adapting to diverse educational environments.
7. Maintained a safe and organized classroom, promoting positive behavior and engagement.

Sub Paraprofessional

Cactus Creek Solutions

📅 Jun / 2015–Jun / 2019

📍 Phoenix, AZ

1. Managed the environment of a testing room, ensuring a conducive space for student assessments.
2. Assisted lead teachers in overseeing students with disabilities, fostering an inclusive classroom.
3. Supported students with homework and academic inquiries, enhancing their understanding of material.
4. Facilitated activities and supervised students to promote engagement and learning.
5. Collaborated with special education teachers to support diverse learning needs in reading and math.

EDUCATION

Bachelor of Science in Education

State University

📅 Jun / 2012–Jun / 2015

📍 Toronto, ON

Focused on educational methodologies and special education strategies.

SKILLS

Educational Software Proficiency



Data Management and Analysis



Communication Skills



Classroom Management



ACHIEVEMENTS

- 🌟 Implemented individualized learning plans for 30+ students, improving academic performance by 20%.
- 🌟 Facilitated a peer mentoring program that enhanced social skills for students with disabilities.