

Christa Watson

EDUCATION SPECIALIST



info@resumekraft.com



202-555-0120



Chicago, Illinois, US



linkedin.com/resumekraft

Summary

Over 3 years of experience in full cycle recruiting and managing diverse start-up projects, including educational service platform. High ability to establish effective professional relationships and to utilize innovative and diverse marketing strategies

Experience

Special Education Specialist/ Case Manager

Brooklyn Technical High School *Dec 2017 - Dec 2019*

Caseload Management and Direct Instructions

- Managed and coordinated caseload of 30+ students
- IEP Development
- Test Assessment
- Direct Instructions
- Tracking student progress
- Success rate and performances (successfully exited over than 20% students on caseload from special education program; increased by an average of 30% reading scores
- State Testing
- Software Implementation

Collaboration and Working Relationship

- Coordination of services; expansion of program activities; and establishment of individualized learning opportunities for students
- Instruction of teachers about diverse instructional strategies; supervision of paraprofessionals and supporting staff
- Ongoing communication with parents, gen. ed. teachers, school staff and support providers regarding student progress
- Resources and instructions for in-home environment

Program Manager

Online Support Platform, United States/Europe *Jun 2019 - Present*

- Coordination and management of the team of independent contractors
- Establishment of development milestones, team goals, and strategies.
- Market research to establish the implementation of the newest trends and match user experience with the highest standards.
- Effective use of email marketing, inbound/outbound sales to attract clients prior to platform launching.
- Cultivation of partnership and teamwork
- Establishment of client relationships.
- Ability to handle sensitive clients and assist in formulating and implementing resolution in an urgent manner.

Managing Director

Edufinn Educational Services *Sep 2010 - Jun 2013*

- Development of agency's organizational structure as well as educational

Skills

- Excellent command of Internet and Microsoft office
- Proficiency in diverse software's such as Welligent, Illuminate, Invision
- Spreadsheets
- Strong interpersonal skills
- Excellent management, organizational and multitasking abilities
- Persistence, resilience, self-motivation when faced with difficulties and challenging situations
- Team oriented
- Sensitivity to diverse cultures

Languages

| | |
|---------|-----------|
| English | ● ● ● ● ● |
| French | ● ● ● ● ○ |
| Arabic | ● ● ● ○ ○ |
| German | ● ● ● ○ ○ |

Education

Master Degree

San Jose State University

Oct 2010 - Jun 2012

Bachelor Degree

Northeastern University

Oct 2004 - Oct 2010

Other Work Experience

Behavioral Support

Educational Consultant