

Alexis Merino

Educator

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Skilled multitasker with superior work ethic and good teamwork, problem-solving and organizational skills. Willing to take on any task to help team. Reliable and dedicated team player with hardworking and resourceful approach.



Languages



Spanish



Excellent



English



Excellent



Work History



**Jul 2023 -
Current**

Fine Arts Teacher

Southwest Independent School District

- Developed and implemented engaging art and music lessons for students in grades kindergarten through 5th.
- Created learning environment that encouraged fine arts appreciation.
- Taught classes on painting, collage, and color theory.
- Created supportive and inclusive learning environments to foster positive classrooms that support student growth and learning.
- Evaluated and graded students' class work, performances, projects, assignments and papers.
- Planned and delivered lessons to teach classes in arts to engage and educate students.
- Used technology in classrooms to integrate technology and multimedia tools into art lessons and enhance student learning.
- Scheduled shows and performances in accordance with school calendar.
- Supervised students during rehearsals to provide direction to students during practice sessions.
- Attended department meetings and collaborated with other fine arts teachers.
- Sponsored student fine arts clubs, attending club meetings and events.

- Managed classroom behavior to establish and maintain clear classroom behavior and discipline expectations.
- Held afterschool meetings and rehearsals in preparation for shows.
- Assessed student work and provided constructive feedback.
- Managed art room supplies, equipment and resources to maintain consistent supply for projects.

**Jul 2022 -
Jul 2023**

Apprentice Teacher/ K-2 Music Teacher

Great Hearts Invictus

- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Implemented and encouraged Socratic discussion in classroom environment to increase student engagement and promote critical thinking.
- Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives.
- Directed after-school Trumpet Club and serving elementary and middle school students.
- Graded and evaluated student assignments, papers and course work.
- Completed daily reports on attendance and disciplinary performance.
- Cultivated positive relationships with administration, teaching staff, and students.
- Developed lesson plans that incorporated mandated topics and included immersive activities for student engagement.
- Monitored classrooms for safety and good behavior, offering students positive reinforcement to maintain discipline.
- Worked with classroom teacher to learn about current standards and best practices.
- Assisted with management of classroom rules, procedures and expectations to instill discipline and observance of conduct code.
- Familiarized students with basic concepts of music such as notes, tempo, symphony, beats, compositions, and chords
- Planned and executed targeted lesson plans to instruct on music theory, music history, and performance etiquette

**Aug 2021 -
Jul 2022**

Import Account Executive

Jamco

- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- Added documents to file records and created new records to support filing needs.
- Kept optimal quality levels to prevent critical errors and support team performance targets.
- Evaluated source documents to locate needed information.
- Corrected data entry errors to prevent duplication or data degradation.
- Accurately handled data entry for 10 clients into company-based software.

- Increased data-entry productivity by maintaining detailed logs of data projects, identifying issues and improving them.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Proved successful working within tight deadlines and fast-paced atmosphere.

Mar 2021 - May 2021 **Student Teacher**
Nixon High School

- Stood in for teachers, checking lesson plans to provide consistent teaching to students.
- Collaborated with teaching staff to implement coordinated educational strategies and student support networks.
- Conferred with qualified teacher to establish instructional targets and prepare lessons to cover source topics.
- Monitored classrooms for safety and good behavior, offering students positive reinforcement to maintain discipline.
- Designed lessons on for students using various teaching methods and modern classroom technologies.
- Evaluated student progress through analysis of test scores and homework completion.
- Developed lesson plans that incorporated mandated topics and included immersive activities for student engagement.

Jan 2021 - Mar 2021 **Student Teacher**
Michael S. Ryan Elementary School

- Stood in for teachers, checking lesson plans to provide consistent teaching to students.
- Collaborated with teaching staff to implement coordinated educational strategies and student support networks.
- Conferred with qualified teacher to establish instructional targets and prepare lessons to cover source topics.
- Monitored classrooms for safety and good behavior, offering students positive reinforcement to maintain discipline.
- Designed lessons on for students using various teaching methods and modern classroom technologies.
- Developed lesson plans that incorporated mandated topics and included immersive activities for student engagement.
- Prepared quizzes, tests and examinations to gauge how well students were learning.

Jul 2020 - Jan 2021 **Book Keeper**
Eloy Gutierrez PLLC

- Reconciled and corrected issues with financial records.
- Tracked expenses and income for businesses while organizing and maintaining bank statements for checking accounts.

- Identified accounting errors when cross-referencing documents and database information.
- Verified postings to ledgers to confirm accurate entry and account balances.

**Sep 2019 -
Nov 2019**

Student Teacher

Sanchez Ochoa Elementary School

- Collaborated with teaching staff to implement coordinated educational strategies and student support networks.
- Worked with classroom teacher to learn about current standards and best practices.
- Designed lessons on for students using various teaching methods and modern classroom technologies.

**Jun 2016 -
Nov 2019**

Staff, Visual Technician

United H.S Marching Band

- Assisted Directors with instruction and critiques of band members on their marching and playing

August 2019- November 2019

- Helped the band achieve a Division 1 (Superior Rating) in UIL Marching Contest

August 2018- November 2018

- Helped band achieve Area Champions.
- Helped the band advance to the UIL State Marching Contest.

August 2017- November 2017

- Helped the band achieve a Division 1 (Superior Rating) in UIL Marching Contest

June 2016- November 2016

- Helped the band advance to the UIL State Marching Contest.

**Nov 2018 -
Feb 2019**

Store Associate, Cashier

Kohls

- Helped customers complete purchases, locate items and join reward programs.
- Answered questions about store policies and addressed customer concerns.
- Greeted customers entering store and responded promptly to customer needs.
- Maintained secure cash drawers, promptly resolving discrepancies in daily totals.
- Balanced and organized cash register by handling cash, counting change and storing coupons.
- Used POS system to process sales, returns, online orders and gift card activations.
- Monitored sales floor and merchandise displays for presentable condition, taking corrective action such as restocking or reorganizing products.

**Jan 2018 -
May 2018**

Student Teacher, Literacy Tutor

Cuellar Elementary Literacy Enrichment Center

- Planned lessons for allotted time to strengthen weak subjects and build skills.
- Worked with 1st-grade students on reading comprehension.
- Maintained detailed files and created charts to track student progress.
- Offered one-on-one and small group instruction to foster opportunities for flexible and differentiated learning.
- Provided positive feedback often to encourage continued reading success.
- Used flashcards and other techniques to test and improve memory through practiced information retrieval.



Skills

◆	Self-critiquing skills	◆◆◆◆◆	Excellent
◆	Musical score writing	◆◆◆◆◆	Good
◆	Music editing	◆◆◆◆◆	Good
◆	Harmony knowledge	◆◆◆◆◆	Good
◆	Attention to Detail	◆◆◆◆◆	Very Good
◆	Lesson Planning	◆◆◆◆◆	Very Good



Education

◆	May 2016 - Bachelor of Arts: Music Education May 2021 <i>Texas A&M International University - Laredo, TX</i>
◆	May 2012 - High School Diploma May 2016 <i>United High School - Laredo, TX</i> Extracurricular activities: Band



Drum and Bugle Corps Experience

◆	Genesis Drum and Bugle Corps- 2015 season Crossmen Drum and Bugle Corps- 2017- 2019 seasons
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