

Paula A Valencia
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OBJECTIVE

I am seeking an instructional design position where I can utilize my background in elementary education and my skills in instructional design to support virtual learning. I am dedicated to helping meet the organization's goals by creating standard-aligned instruction, working with subject matter experts, and using the ADDIE model to build an engaging and inclusive online environment for K-12 students.

EDUCATION

Anderson University	Jan. 2024 - Dec 2024
M.S. Instructional Design and Learning Technology	

Anderson University	March 2021 – Dec. 2023
B.S. of Elementary Education grades 2 nd -6 th	

Greenville Technical College	2015 – 2017
Major Business Associates	

EXPERIENCE –

Blythe Academy of Languages - 100 Blythe Dr. Greenville SC 29605

Elementary Teacher - Immersion Spanish	2023 - Present
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- Serve as a Math and Science Spanish Immersion teacher, delivering content in the target language to foster bilingualism and subject mastery.
- Collaborate with colleagues in planning and curriculum development to create cohesive, engaging lessons that meet immersion program goals.
- Actively participate in the Immersion Committee to support program initiatives and maintain alignment with state standards.
- Perform all core teaching responsibilities, including classroom management, assessment, and communication with parents to support student success.

Parent Coordinator	2022 – 2023
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- Facilitate relationships with teachers, students, and administration
- Created a welcoming environment for parents and guardians
- Provide families with the right resources, support, and encouragement through the Parent University
- Operate school website and social media

STEAM – Teacher	2019 – 2022
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- Created engaging STEAM lesson plans for K5 – 5th-grade students
- Allowed students to work with hands-on activities and interpersonal skills
- Instructed basic Spanish lessons for students K5 – 5th grade
- Gained experience with a range of disabilities and learning differences

Kindergarten Assistant	2018 – 2019
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- Supported classroom teacher with daily activities
- Assisted in providing individual and small-group instruction
- Collected and displayed suitable material for educational display

SKILLS

- Conflict resolution – Positive learning environment for everyone
- Lesson preparation and planning – Teamwork and cooperation with others
- Willingness to learn and grow – Throughout the school year and career
- Communication and collaboration – Clear communication with stakeholders
- Fluent in Spanish and English – Translate communication via email, phone calls, and in-person
- GCS Technology – Staff Backpack, Lexia, SAS, Active Inspire, Microsoft suite, IXL, Seesaw

ACTIVITIES

- Member of Gamma Beta Phi Society
- Summer School Tutoring at Duncan Chapel
- Greenville County School Employee Spotlight

References available upon request