DAWN ATKINS

17 Parkway Drive West East Orange, New Jersey 07017 Home: (973)619-3189 Cell: (973)619-3189

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**Professional Summary**

Professionally trained with experience ensuring high standards of culturally competent care for a wide variety of   
people with diverse needs.

**Skills**

[45] WPM typing speed Appointment setting  
 Professional phone etiquette Pleasant demeanor  
 Excellent communication skills Works well under pressure  
 Invoice processing Customer service-oriented

Work History

**Teacher Assistant (Inclusion),** 12/2018-current

East Orange Board of Education- East Orange, NJ

Assist lead teacher with daily lesson plans

Provide extra attention to students’ struggling in different academic areas

Lead different afterschool activities for the students

Implement behavior plans

**Behavioral Counselor ( one to one),** 07/2018-09/2018

The Arc of Essex County (Camp Hope)

Work with a different campers on a weekly basis to provide individual attention

Help to keep behaviors to a minimum

Assist camper in daily camp activities and provide modifications when needed

**Paraprofessional (self -contained),** 09/2009 to 07/2015, 09/2017-12/2018

Orange Board of Education – Orange, NJ

Developed students' computer and technology skills through demonstrations and practice.  
 Instructed up to [9] students individually and in groups.  
 Set up lesson materials, bulletin board displays and demonstrations.  
 Promoted physical, mental and social development by implementing classroom games and outdoor

recreational activities.

Adapted teaching methods and materials to meet students' varying needs and interests.

Observed and evaluated students' performance, behavior, social development and physical health.

**Registration/ Attendance Officer**, 07/2015 to 06/2017

Orange Board of Education- Orange, NJ

Input / Collect students information for registration

Monitor student’s attendance

Conduct home visits for residency/ Court Appearances

**Special Services Associates**, 10/2003 to 09/2009

Home Depot – East Hanover, NJ

Trained [5] new sales associates each quarter.

Operated a cash register for cash, check and credit card transactions with [100]% accuracy.  
 Followed up with over [100] customers each week to verify that they were satisfied with purchases.  
 Answered customer telephone calls promptly and in an appropriate manner.

**Education**  
Current-  
Grand Canyon University - Phoenix, AZ

Kean University - Union, NJ

High School Diploma: June 2001  
Orange High School - Orange, NJ