**BARBARA ETHEREDGE**

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**EDUCATION**

**New Jersey City University - Jersey City, NJ May 2015**

*Bachelors of Arts in Sociology*

**QUALIFICATIONS AND TECHNICAL SKILLS**

* Flexible and hardworking with excellent communication and organizational skills
* **Typing speed:** 55 wpm
* **Certifications:** Certified Substitute Teacher (2015)
* **Software and Operating Systems:** Windows 7, 8 and 10 and Microsoft Office including PowerPoint, Excel, Word and Outlook.

**PROFESSIONAL EXPERIENCE**

**The Leaguers-Elizabeth, NJ Feb 2017 - Present**

Associate Teacher

* Plan activities for children, such as storytelling or art projects.
* Instruct and supervise them in social and developmental activities, help feed and change them, and generally provide one-on-one attention when needed; fulfills the role of lead teacher when necessary.
* Help organize the classroom and plan intellectual activities for children, per the lead teacher's requests.
* Interacting with children, preparing snacks, teaching children about numbers, colors and shapes, helping them get dressed and changing their diapers when needed.

**Verisk Analytics - Jersey City, NJ March 2016 - May 2016**

Administrative Assistant (Temp)

* Provided administrative support to the sales enablement department including supporting project management reporting, tracking deadlines and following up/collecting required information and details.
* Answered correspondence, proofread documents, composed letters, handled inquiries and furnished information.
* Prepared, organized and analyzed data for special reports and projects.
* Greeted visitors and screened telephone calls.
* Coordinated, organized and maintained files and records.
* Corresponded and interacted with senior level staff including but not limited to scheduling meetings and responding to inquiries.

**Delta T Group - Bryn Mawr, PA September 2015 – Feb 2017**

*Substitute Teacher / Aide*

* Instruct students in the absence of their regularly appointed teachers.
* Follow assigned lesson plans and strive to maintain normal classroom and discipline procedures such as answering students’ questions, resolving issues and marking assignments.
* Responsible for collecting class schedules, student attendance sheets and other relevant documents from the school secretary.

**New Jersey City University - Jersey City, NJ September 2014 - May 2015**

*Staff Assistant/Receptionist*

Maintained high level of quality control by providing expertise and guidance to staff and students.

* Prepared agenda and scheduled appointments for staff and faculty.
* Maintained and updated file for the department.
* Greeted students/faculty and answered incoming telephone calls.
* Met with faculty and provided progress/facilities reports.
* Scheduled and coordinated meetings with faculty and staff members.
* Advised students about department pre-requisites and tutoring resources.
* Performed general administrative duties such as faxing, scanning and photocopying documents.