## SHIYAMA PERSAUD

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## *Education*

**Rutgers University** **New Brunswick, NJ**

**B.A.** in Labor and Employment Relations, **Minor** inHuman Resource Management, **Concentration** in Work Organization and Management

**10/ 2015**

**GPA:** 3.2

**CERTIFICATION: New Jersey Substitute Teaching Certification, K** through **12-**all subjects, 2013 (Renewed in 2019)

**Profile:** Ambitious and outgoing communicator who has a comprehensive educational background in HR Management and labor laws. Exceptional ability to work in a professional manner.

**Key Competencies and Skills**

* Extensive knowledge of advanced HR Principles
* Thorough understanding of developing and implementing HR policies and procedures
* Proven ability to learn quickly and thrive in the midst of change
* “Can do” attitude

***Relevant Experience***

**Elizabeth Board of Education Elizabeth, NJ**

*Leading institution providing an innovative and personalized environment that ensures every child achieve excellence*

**Substitute Teacher, K-12 9/13 - Present**

* Implements the instructional plans
* Administers assessments on a timely basis as directed by administration
* Maintains a classroom climate that is conducive to learning
* Ability to properly handle misconduct
* Holds and communicates high expectations of student achievement and behavior
* Worked with individual students and small groups of students to reinforce the learning material or skills introduced and outlined by the certified classroom teacher
* Provided one-on-one support to students to present or reinforce learning concepts.
* Provided students with basic learning skills to move them forward in their education
* Facilitated a friendly and warm environment for the children
* Provided assistance with personal care and other physical needs
* Facilitated interactions amongst students

**Women’s Sports Foundation New York, New York**

*Dedicated to creating leaders by creating all girls access to sports*

**Operations/HR 4/2017**

* Acts in professional polite manner in dealing with colleagues, vendors and members of public
* Acts resourcefully and with appropriate degree of independence in completing tasks
* Demonstrates dependability
* Available to assist in operations at scheduled times
* Follows organizational procedures
* Confidential and accurate record keeping
* Inputs case data accurately into appropriate databases
* Maintains appropriate organizational records and filing system

**Rutgers University, Department of Labor Studies** **New Brunswick, NJ** *Leading national research university with over 60,000 students*

**Undergraduate Teaching Assistant 6/2014**

* Assisting the course instructor with class preparation and course materials
* Evaluates student performance, including grading exams, quizzes, assignments, and papers
* Plans, schedules, and facilitates review sessions for exams as requested by course instructor
* Receives and promptly responds to student inquiries regarding grades, assignments, attendance, and course material
* Demonstrates respect to and cooperation with the course instructor inside and outside of the classroom
* Tracks and records student class attendance

**Union County College Elizabeth, NJ**

*Leading institution committed to serving Union county in an environment dedicated to student success*

**Office Clerk in Financial Aid 8/2011** – **4/2013**

* Supported with the process of all financial aid forms to meet student’s deadline
* Entered financial aid information into government database to complete student’s files
* Created and maintain financial aid record
* Validated student information and proofread all data for accuracy
* Offered clerical support on a daily basis, assist students with financial aid information

**YMCA Elizabeth, NJ**

*Cause-Driven Organization that is for youth development,**for healthy living and for social responsibility*

**Teacher Assistant 5/2008 – 8/2011**

• Discussed assigned duties with classroom teachers in order to coordinate instructional efforts

• Presented subject matter to students under the direction and guidance of teachers

• Tutored and assisted children individually or in small groups

• Observed students' performance, and recorded relevant data to assess progress

• Prepared lesson outlines and planned in assigned subject areas, and submit outlines to teachers for review

***Accomplishments and Awards***

* Member, National Society of Collegiate Scholars  **2014**
* Who’s Who Among Students Member, Phi Theta Kappa **2014**
* Member, Phi Theta Kappa **2013**
* Recipient, Kiwanis-Luerich Scholarship **2013**
* Recipient, Robert Huddak Memorial Scholarship **2012**
* Recipient, Sophie & Nicholas Stefiuk Scholarship **2012**

***References***

**Upon Request**