

TEACHER

Professional Summary

Savvy teacher with superb Problem Solving, SEO, Analytics and Microsoft Office skills. Reliable, organized and personable.

Core Qualifications

- Microsoft Office
- Advanced Problem Solving
- Client-focused
- Innovative
- Customer service-oriented
- 58 WPM typing speed
- Results-oriented
- Seo
- Analytics
- Quick learner
- Computer proficient
- File/records maintenance
- Team-player
- Accurate and detailed

Experience

Teacher 12/2014 to Current Company Name City , State

- Applied the positive reinforcement method to redirect negative behaviors.
- Conducted small group and individual classroom activities based on differentiated learning needs.
- Wrote daily and weekly lesson plans.
- Supported students in developing strategies for individual needs and classroom group dynamics.
- Developed and implemented interesting and interactive learning mediums to increase student understanding of course materials.
- Assisted four to six students per station during small group learning periods Supplied one-on-one attention to each student, while maintaining overall focus on the entire group.

Paraprofessional 01/2014 to 12/2014 Company Name City , State

- Helped prepare daily lesson plans for activities and lessons Applied the positive reinforcement method to redirect negative behaviors Observed students to supply teachers with feedback regarding potential learning blocks and opportunities for support Assisted four to six students per station during small group learning periods Supplied one-on-one attention to each student, while maintaining overall focus on the entire group.

Substitute Teacher 09/2013 to 01/2014 Company Name City , State

- Supported students in developing strategies for individual needs and classroom group dynamics.
- Physically and verbally interacted with students throughout the day to keep them engaged.
- Encouraged students to be understanding of and helpful to others.
- Communicated effectively with educators from various grade levels.

Customer Solution Specialist 07/2012 to 06/2014 Company Name City , State

- Answered customers' questions and addressed problems and complaints in person and via phone.
- Educated customers on product and service offerings Offered exceptional customer service to differentiate and promote the company brand.
- Collaborated with customer service team members to give exceptional service throughout the entire shopping and purchasing experience Built customer confidence by actively listening to their concerns and giving appropriate feedback.
- Offered direction and gave constructive feedback to motivate team members.
- Marked clearance products with updated price tags.

- Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices.
- Operated a cash register to process, cash, check and credit card transactions.
- Helped customers select products that best fit their personal needs.

Teacher 05/2013 to 08/2013 Company Name City , State

- Applied the positive reinforcement method to redirect negative behaviors.
- Conducted small group and individual classroom activities based on differentiated learning needs.
- Wrote daily and weekly lesson plans.
- Supported students in developing strategies for individual needs and classroom group dynamics.
- Developed and implemented interesting and interactive learning mediums to increase student understanding of course materials.

Server 07/2011 to 07/2012 Company Name City , State

- Accepted payment from customers and made change as necessary.
- Apportioned and served food to facility residents, employees, or patrons.
- Assisted diners with seating as needed.
- Checked patrons' identification to ensure that they met minimum age requirements for consumption of alcoholic beverages Cleaned and maintained the beverage area, display cases, equipment, and order transaction area.
- Cleaned bars, work areas, and tables.
- Cleaned up spilled food, drink and broken dishes, and removed empty bottles and trash.

Sales Representative 05/2008 to 08/2011 Company Name City , State

- Answered customers' questions and addressed problems and complaints in person and via phone.
- Educated customers on product and service offerings Offered exceptional customer service to differentiate and promote the company brand.
- Collaborated with customer service team members to give exceptional service throughout the entire shopping and purchasing experience Built customer confidence by actively listening to their concerns and giving appropriate feedback.
- Offered direction and gave constructive feedback to motivate team members.
- Marked clearance products with updated price tags.
- Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices.
- Operated a cash register to process, cash, check and credit card transactions.
- Helped customers select products that best fit their personal needs.

Sales Representative 05/2011 to 07/2011 Company Name City , State

- Answered customers' questions and addressed problems and complaints in person and via phone.
- Educated customers on product and service offerings Offered exceptional customer service to differentiate and promote the company brand.
- Collaborated with customer service team members to give exceptional service throughout the entire shopping and purchasing experience Built customer confidence by actively listening to their concerns and giving appropriate feedback.
- Offered direction and gave constructive feedback to motivate team members.
- Marked clearance products with updated price tags.
- Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices.
- Operated a cash register to process, cash, check and credit card transactions.
- Helped customers select products that best fit their personal needs.

LIBRARIAN ASSOCIATE 09/2010 to 05/2011 Company Name City , State

- Maintained an inventory of contents for the rare books and archives collections.
- Reshelved books to maintain a neat and tidy reading area.
- Monitored the lending or reserved course materials.

- Troubleshooted technical problems with library computers and other technology.
- Answered patrons' questions at the circulation desk.
- Enforced circulation policies and procedures.
- Maintained complete and accurate records of all library transactions.

Barista 07/2007 to 08/2007 Company Name City , State

- Accepted payment from customers and made change as necessary.
- Apportioned and served food to facility residents, employees, or patrons.
- Assisted diners with seating as needed.
- Cleaned and maintained the beverage area, display cases, equipment, and order transaction area.
- Cleaned bars, work areas, and tables.
- Cleaned up spilled food, drink and broken dishes, and removed empty bottles and trash.

Education

Bachelor of Arts : History & Social Studies Education May 2012 Longwood University City , State , United States

History & Social Studies Secondary Education

Minor in Anthropology

Virginia and Florida Professional Teaching License

Skills

- organizational skills
- problem-solving
- customer service
- people person
- active listener