

TEACHER ASSISTANT

Skills

Accounts Payable, Advertising, Bookkeeping, Budgets, Charts, Customer Service, Financial Reporting, Payroll, Spreadsheets

Professional Summary

- Energetic Teacher Assistant specializing in Mathematics.
- Energetic Tutor enthusiastic about working with pre-teen students. Excited to grow individual confidence and skill. Outgoing, reliable and caring.
- Teacher Assistant and Tutor familiar with Mathematics and Reading. Well-developed Mathematics abilities. Seek to utilize subject expertise to assist students in grasping materials and improving test scores. Computer savvy and familiar with iReady, TenMarks and Accelerated Math.
- Caring Tutor passionate about helping students excel academically.

Skills

- Kind and empathetic
- Self-motivated
- Strong written and verbal communicator
- Positive and encouraging
- Standardized testing scoring
- Fast learner
- DIBELS knowledge
- Strong background in Mathematics

Work History

October 2017 - Current Teacher Assistant | Company Name | City , State

- Assist with instruction up to 87 students individually and in groups.
- Observe and evaluate students' performance, behavior, and social development.
- Assistant with supervision of an average of 200 students in classrooms, halls, and cafeteria on a daily basis.
- Maintain accurate and complete assessment scores for 87 students.
- Work with other teachers and administrators to instruct students.

November 2016 - May 2017 Day Tutor | Company Name | City , State

- Assisted 5th grade students with daily classroom assignments.
- Pulled students and worked one on one to enhance reading and math skills.

August 2014 - May 2016 Substitute Teacher | Company Name | City , State

- Proctored quizzes, tests, and standardized examinations.
- Instructed, tutored, and mentored individual students.
- Utilized technology to enhance student education and grasp of materials.
- Completed documentation of attendance, grades, and other required details.
- Led classroom activities for play-based and immersive learning.
- Implemented prepared lesson plans in established classrooms.
- Maintained a safe and orderly classroom.
- Completed and filed all necessary paperwork for classroom activities, including meal count sheets and attendance logs.

September 2013 - May 2014 Reading Tutor | Company Name | City , State

- Instructed up to 30 students individually and in groups.
- Promoted physical, mental and social development by implementing classroom games and outdoor recreational activities.
- Assessed students' reading levels using DIBELS Next and Leveled Reading Passages.
- Enforced the school's student discipline code to deal with problem situations.

- Preserved the confidentiality of student records and information at all times.
- Determined student strengths and weaknesses through DIBELS, STAR testing and weekly assessments.
- Selected age-appropriate stories and read them aloud during daily story time.

July 2009 - Current Business Partner / Co-owner | Company Name | City , State

- Perform all bookkeeping and financial reporting responsibilities.
- Assure IFTA and FMCSA compliance.
- Support with daily operational functions.
- Analyze departmental documents for appropriate distribution and filing.
- Obtain documents, clearances, certificates and approvals from local, state and federal agencies.

January 2005 - January 2006 Payroll Administrator /Accounts Payable | Company Name | City , State

- Payroll using Timberline System.
- Accounts Payable using Timberline System Maintained various company charge accounts.

January 2002 - June 2004 Loan Control Specialist I | Company Name | City , State

- Processed Uniform Commercial Codes (UCCs) online at state websites.
- Performed telephone customer service.

January 2001 - September 2001 Key Accounts Rep Assistant / Administrative Assistant | Company Name | City , State

- Tracked Key Accounts of Secondary Advertising Budgets.
- Ran various Focus reports.
- Assisted with spreadsheet maintenance.

June 1996 - December 2000 Administrative and Financial Assistant | Company Name | City , State

- Maintained and processed all hourly & salary payroll Prepared numerous forecasts, charts & spreadsheets.
- Followed-up on Accounts Payable discrepancies for over 100 vendors.
- Worked directly with CFO to achieve plant manager support.
- Supported Chief Operating Officer with daily operational functions.
- Analyzed departmental documents for appropriate distribution and filing.

Education

2007 MBA : Business Administration University of Phoenix Online , City , State Business Administration

1993 B.S.B.A : Business Administration and Management Information Systems University of Southern Mississippi , City , State Business Administration and Management Information Systems