

David Stith
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SUMMARY

I am a goal-oriented individual with an interest in becoming a junior web developer. I understand that a junior web developer must responsibly design and implement web pages and websites as well as code and debug web applications. Furthermore, a junior web developer will create and maintain software documentation while collaborating with cross-functional teams.

EDUCATION

MAED

The University of Arizona Global	Chandler, Arizona
Major: Education	April 2012
GPA 3.58	

B.A.

Montclair State University	Montclair, NJ
Major: English	May 2010
Minor: Classics	
Epsilon Omega Psi Honor Society	
GPA 3.3	

Diploma

North Star Academy	Newark, NJ
GPA 3.0	June 2005

RELATED

COURSE:

Sociology of Sports	Irish Lit. Revival:1890-1939
American Drama	Modern European Novel
Greek/Roman Lit/ Culture: Sanskrit	Epic Myth and Literature
World Lit: Voices of Trad/Challenge	Philosophy of Cyberspace

WORK OF EXPERIENCE

Montclair State University

Montclair, NJ 9/2008 –5/2009

Student Assistant Dean of Enrollment

- Assisted visitors with identifying his or her needs on campus.
- Direct visitors to different locations on campus.
- Transport physical documentation to different departments.
- Distribute school pamphlets and flyers.
- Ensure visitors received correct and sufficient information pertaining to the school campus.
- Maintain confidentiality.
- Assist in the development and maintenance of the enrollment office.
- Support staff of the department.
- Received and directed calls to the correct individual or department.
- Carry out filing, typing, and distribute e-mails.

JNS Entertainment Group

Newark, NJ 6/2009-

Administrative Assistant

8/2010

- Answer telephones and transfer to appropriate staff member.
- Meet and greet clients and visitors.
- Create and modify documents using Microsoft Office.
- Perform general clerical duties to include but not limited to:
 - photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system.
- Sign for and distribute UPS/Fed Ex/Airborne packages.
- Research, price, and purchase office furniture and supplies.
- Coordinate and maintain records for staff.
- Set up and coordinate meetings and conferences.
- Maintain and distribute staff weekly schedules.
- Support staff in assigned project-based work.

MAWA Contractors

Newark, NJ 9/2010-

Administrative Assistant

7/2012

- Answer telephones and transfer to appropriate staff member.
- Create and modify documents using Microsoft Office.
- Perform general clerical duties to include but not limited to:
 - photocopying, faxing, mailing, scanning, and filing.
- Maintain hard copy and electronic filing system.
- Sign for and distribute UPS/Fed Ex/Airborne packages.
- Research, price, and purchase office furniture and supplies.
- Provide quality customer service.
- Record and distribute minutes of meetings.
- Prepare agendas for meetings.
- Set up and coordinate meetings and conferences.
- Maintain and distribute staff weekly schedules.

- Support staff in assigned project-based work.

Self-Employed

Newark, NJ 3/2013-

Affiliate Marketer

9/2013

- Creating and rearranging a website through Wix.com.
- Placing pictures, animation, designs, and links for affiliate networks on website.
- Writing ads for my website.
- Setting up campaigns and posting ads on search engines such as 7search, Advertise.com, Offervault, and Google.
- Checking day-to-day stats of website.
- Posting links on and promoting website on blog using Blogger.com.
- Posting affiliate links as well as promoting website on forums.

Essex Regional Educational

Irvington, NJ 3/2014 -

Service Commission

6/2017

Special Needs Teaching Assistant

- Work with the teacher to create and implement plans for children with special needs.
- Effectively carry out lessons and activities with students.
- Monitor students' progress, and needs.
- Differentiate instruction to meet the needs of the diverse learner.
- Assist the instructor and other teacher's aids with day-to-day activities.
- Sit and assist in honing learners' skills.
- Check to see if students' arms and hands contain recently inflicted cuts or bruises.
- Escort students on and off of the bus.
- Change children's diapers if need be.
- Escort children to and from the nurse's office when necessary.
- Make sure children's hands are clean.
- Mark down how many times learners communicate with instructors and assistants.
- Watch over children during nap time.
- Pick up students' cots when nap time is over.
- Make sure children are safe on the playground.
- Help clean up the table and sweep the floors.
- Cary things to and from the classroom when needed.
- Occasionally teach the class when the teacher is extremely busy or unavailable.
- Make copies of various documents when asked.
- Assist students with special performances and activities.
- Aid other teachers when their aids are absent.
- Make sure student with extreme behavioral problems remains in his/her chair.

- Implement CPI training when student is physically belligerent.
- Must escort them back to the classroom when he/she runs out.
- Sit with students during breakfast, lunch, and during specials.
- Must escort students to and from the bus.
- Must write down observed student's behavior when he/she acts belligerent.
- Come up with new strategies with principle and teacher to aid students.
- Make sure the students are on task and paying attention.

**Young Men's Christian Association (YMCA)
Camp Counselor**

Newark, NJ 7/2018-
8/2018

- Collect students in the morning
- Make sure parents sign their names on students' attendant sheets.
- Escort students to cafeteria where they eat breakfast and lunch.
- Escort students to the bathroom, nurse, and office.
- Make sure students are seated and not running around, standing up, or playing.
- Observe students during recess.
- Aid students with work such as grammar and math.
- Aid students with classroom projects.
- Help the teacher set up and rearrange the classroom
- Create various lesson plans that will aid students' physical and academic education.
- Attend trainings and meetings.
- Watch over and observe students during aftercare.
- Report accidents that occur with students.
- Break up and dissolve conflicts between students.
- Escort student to his or her guardian at the end of the day.
- Make sure student's guardian signs him or her out.

**Passaic County Community College
Developmental English Adjunct Faculty Member**

Paterson, NJ 8/2017-
7/2023

- Teach a developmental English course on Mondays and Wednesdays between 10:20 and 12:50.
- Assign a classroom syllabus at the beginning of the course.
- Take daily attendance on Blackboard.
- Lectures on the textbook chapters that were assigned for homework.
- Teach lectures through PowerPoint presentations.
- Supervise readings and conduct discussions of passages from *Patterns of College Writing: A Rhetorical Reader and Guide*.
- Give in-class and homework assignments based on a passage, chapter, or concept that was discussed during class.
- Assign four essays throughout the semester according to the syllabus' schedule.

- Collect all assignments when due and return them as soon as possible.
- Thoroughly grade papers with feedback, and record the grades in an Excel file.
- Meet with students in need or during conferences.
- Administer midterms and finals given by the department.
- Grade midterms and finals as well as review them with students during conferences.
- Collect students' lab worksheets.
- Review students' portfolios and class grades with them.
- Submit final grades to the adjunct and bursar's office.
- Attend workshops and orientations.
- Conduct a respectful, comfortable, and encouraging learning environment.

**New Jersey Tutoring Corps.
English/Math Tutor**

Newark, NJ 8/2023-
5/2024

- Tutor students between first and fourth grade for an hour for three to four days a week.
- Escort students to and from their classrooms.
- Develop lesson plans based on the site i-Ready lessons that I will utilize for weekly tutoring sessions.
- Analyze students' test scores according to i-Ready and develop strategies to implement them for better tutoring sessions.
- Complete semi-semester progress reports.
- Take attendance.
- Carefully and respectfully engage with students when they have questions or concerns.
- Make copies of work and activities that will be conducted during the tutoring sessions.
- Make sure that the students are attentive and focused.
- Conduct a review of what we studied the class before.
- Review the zones of regulation.
- Use different manipulatives and products provided by New Jersey Tutoring Corps. to aid with the tutoring session.
- Use prep time to work on lesson plans and strategies to make for better tutoring sessions.
- Conduct weekly meetings with an instructional coach in order to learn how to help the students become more engaged and enthusiastic about learning.
- Meet with teachers and administrators to learn how to engage the students better.
- Attend a summer orientation on how to conduct tutoring during the year.

EXTRACURRICULAR ACTIVITIES

Recreation Board, Educational Opportunity Fund (EOF)

Volunteer, Newark Museum

- Greet visitors at the door.
- Give Museum merchandise to visitors.
- Direct people to various locations throughout the museum.
- Help other personnel with lifting heavy objects around the building.
- Assist with the various events that occur that day.

Certifications

CPI Card Blue or Nonviolent Crisis Intervention Training Program Certificate

- Trained in how to defuse a situation before it escalates to a physical confrontation.
- Learn how to refrain belligerent individual if the situation becomes physical.
- Trained in how to block an individual's strikes with hand or foot.
- Trained in how to evade particular assaults from an irate individual.
- Learned how to release a limb while being bitten.
- Received nonviolent Crisis Intervention certificate.

LANGUAGES

Beginners Latin

REFERENCES

Michael Stokes	Math Instructional Coach
Roseville Community Charter School	(862) 368-3650

Taneisha Clemons	Program Manager
New Jersey Tutoring Corps	973-207-5103

Tonisha S. Taylor	Director of Developmental Education
Passaic County Community College	973-684-6241