

Elizabeth Harris  
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SUBSTITUTE TEACHER

Professional Summary

Enthusiastic and self-motivated professional, with experience as a youth worker, seeks an opportunity to enhance existing skills in working with vulnerable children and families. I am familiar with the challenges and difficulties that children living in stressful family situations face and am keen to offer support that facilitates lasting change. In my work with students, I have direct experience of the impact of abuse and neglect on children's development and functioning. I wish to work in partnership with other professionals to ensure that children grow up to achieve their full potential in safe, loving environments whether that is at home with their birth family or in alternative settings.

Core Qualifications

Analytical Thinking - Applies logic to solve problems and get the job done.  
A Knowledge of child development and the impact of abuse/trauma on children's functioningA  
Even Temperament Controlling emotions and not retaliating to negative behavior.  
Excellent communication - Can use language effectively to gather information and facilitate the exchange of ideas.  
Decision Making - Can make decisions and take responsibility for them.  
Ethics - Has personal and professional ethics and fosters a diverse and respectful workplace.  
Interpersonal Relations - Exhibits respect and understand of others to maintain professional relationships.  
Interpersonal Awareness: The ability to have and show empathy to others. Listens well and responds in a non-threatening way.  
Results Oriented - Achieves goals in a timely manner while providing excellent client service.

Experience

April 2015  
to  
Current  
Company Name

City

,  
State  
Substitute Teacher

Carried out programs of study prescribed in the lesson plans.  
Built rapport and relationships with students, families and staff.  
Created a classroom environment that is orderly and conducive to learning and appropriate to the maturity and interests of the students.  
Guided the learning process toward the achievement of curriculum goals and designated outcomes.  
Established and maintained consistent boundaries for students in regards to conduct and behavior.  
Ensured that students that are struggling or at-risk of failing receive appropriate support as needed.  
Explored reasons behind student's truancy or poor attendance in order to refer onwards to school counselors.  
Worked in partnership with school staff to achieve learning outcomes.  
Maintained communication with teachers and family's regarding student's achievements.  
Was mindful of and reported any incidents of abuse, exploitation or neglect to appropriate professionals in line with district policies.

August 2012  
to  
August 2015  
Company Name  
City

,  
State  
Youth Worker

Built one on one relationships with students of various ages, ethnicities and backgrounds.  
Provided life skill training (budgeting, personal responsibility, integrity, job skills, etc) and mentoring to students.  
Assisted students with planning for college/university attendance.  
Supported students to grow in self-esteem, positive coping strategies, and social skills.  
Appropriately discussed difficult/traumatic life experiences with students (i.e. poor self-esteem, bullying, stressful home life, removal from birth family, foster care, etc); helping them to address negative emotions/beliefs surrounding these experiences.

Empowered students to develop skills in leadership, communication, decision-making, and healthy boundaries.  
Provided support to students with learning difficulties.  
Maintained close links with parents/family to communicate child's progress.

Encouraged the involvement of parents/family in participating in school and related activities.  
Reported any incidents of child protection/neglect in line with CRU policies.  
Took the lead in planning & organizing successful fundraisers benefiting students' ongoing development.  
Liaised with local community to enhance relationships with CRU.  
Assessed, budget, and execute organizational goals.  
Developed Bible studies for students.  
Built relationships with people to generate financial support for occupation.

September 2010  
to

August 2012  
Company Name  
City

,  
State  
Mechanic

Performed maintenance on airport and airline facilities and equipment.  
Performed regular preventive maintenance and corrective maintenance.Submitted manual encoding.  
Fixed and manage the conveyor belts and carousels.  
Installed and repaired fire and safety doors.  
June 2007  
to

September 2010  
Company Name  
City

,  
State  
Baggage Handler

Assisted customers with luggage.  
Helped check-in customers bags boarding passes.  
Reported left behind luggage and contacted

the owner.  
Managed checkpoint security lanes.  
Education  
Dallas Theological Seminary-Houston Campus  
Master of Arts

:  
Christian Education  
Christian Education  
2013  
City

,  
State  
Bachelor of Science

:  
Christian Leadership/Biblical Studies  
Christian Leadership/Biblical Studies

Skills  
••••• Computer literate and valid Texas driver's license/insurance  
••••• Great communication and note-taking skills•  
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