

Maitry Gandhi

245-35A, 76th Ave, Bellerose NY, 11426 (718)-737-2843 maitrygandhi@gmail.com

EDUCATION:

Adelphi University

Major: Masters of Science in Childhood Special Education-Dual Certification- 2013

Stony Brook University

Major: Bachelor of Science in Applied Mathematics and Statistics- 2008

PROFESSIONAL EXPERIENCE:

KATHRYN M. PHELAN SCHOOL (P.S.11), Woodside, NY

Student Teacher January '13 to Present

- Delivering direct and one-on-one instruction
- Assisting mentor teacher in planning, preparing and delivering instructional activities
- Engaging students in educational and meaningful activities with the help of technology
- Managing classroom by establishing and enforcing rules and procedures
- Participating in staff meetings

SAMUEL FIELD Y Little Neck, NY

Homework Helper November '12 to Present

- Providing academic support to assigned students in all subject areas
- Assisting students in starting and completing homework accurately
- Teaching test taking skills and preparing students for upcoming exams
- Teaching organization and time management skills

NEW YORK CITY PUBLIC SCHOOLS Various Locations, NY

Student Participant September '11 to December '12

- Assisted mentor teacher in implementing lesson plans and class activities
- Engaged students during individual and small group instructions
- Graded homeworks and exams
- Monitored students during class instructions and exams

YAI-NETWORK, Port Washington, NY

Direct Service Provider June '10 to August '12

- Ensured consumers' health and safety
- Taught daily living skills and provided counseling while observing daily behavior of clients to assess progress.
- Developed measurable goals that maximize consumer rehabilitative abilities in accordance with regulatory guidelines.
- Reviewed service plans and performed follow-up to determine quantity and quality of services provided.
- Developed personal awareness skills, independence, and assisted in providing community access.

CERTIFICATION

Smart Board certified

COMPUTER SKILLS:

Proficient in Microsoft Word, Excel, and PowerPoint.

LANGUAGE SKILLS:

Fluent in Hindi and Gujarati

HONORS

Phi Delta Kappa International- association for professional educators

Maitry Gandhi
245-35A, 76th Ave,
Bellerose NY, 11426
maitrygandhi@gmail.com
(718)-737-2843

Tutors on Wheels
68-60, Austin Street
Forest Hills, NY 11375

Dear Hiring Manager:

Enclosed please find my resume in application for the position of a Tutor with the Tutors on Wheels advertised via craigslist.org. Currently, I am pursuing a graduate degree in Childhood Special Education (Dual Certification) at Adelphi University.

As a Homework Helper, I assist two students with special needs in completing their homework twice a week. In addition, I provide structure and teach basic academic and personal skills that will help students succeed academically, socially and emotionally. Furthermore, as a student teacher, I assist students with special needs in a self-contained setting. I have developed a deeper understanding of those who learn differently. Working at Tutors on Wheels would be an excellent opportunity to practice my passion for educating unique learners and I am prepared to guide and facilitate the learning process for each and every student in your program.

I would greatly appreciate the opportunity to meet with you in person to further discuss my qualifications. I can be reached at the above telephone number or email address. Thank you for your time and consideration.

Sincerely,

Maitry Gandhi

Enclosures: Resume