**Raven Moore-Polanco**

**3226 Wilson Ave Telephone:**

**Bronx,** NY **10469 (646) 319-9694**

**OBJECTIVE:** To obtain a position and utilize my vast communication, problem solving, and interpersonal skills.

**SKILLS: Software:** MS Office (Word, Excel, PowerPoint, Access and Outlook) Lexis-Nexis, SPSS

**Internet:** Netscape Navigator, Explorer **Administrative:** Notary Public.

**PROFFESSIONAL**

**EXPERIENCE: Special Education Teacher,**

P.S 103, Bronx August 2006 -Present

* Teach *fifth grade special education students in a 12:1:1 setting.*
* *Maintain excellent classroom management skills, and ability to keep students on task.*
* *Incorporate multiple teaching styles to intensify the range of learning.*
* *Use behavior modification techniques as a motivator for improving student conduct and encouraging participation.*
* *Supervise stimulating math learning centers utilizing various manipulatives.*
* *Teach guided reading lessons to model questioning, clarification and problem solving techniques.*
* *Assist with the formulation of Individualized Education Programs, and generate quarterly report cards.*
* *Evaluate student progress and support recommendations for further student development.*
* *Attend and participate in Special Education Staff Conferences and CSE Annual Review Meetings.*

**Executive Receptionist, Administrative Support**

Mall Properties, Inc, New York May 2001 -June 2006

* *Handle multi-line phone system.*
* *Assist in administrative duties including ordering supplies,  
  distributing mail, equipment management, drafting correspondence.*
* *Assist in telephone recruitment and mailings.*
* *Meet and greet tenants and clients upon arrival.*
* *Conduct research projects.*
* *Schedule meetings for conference room.*

**INTERNSHIPS: Residential Habitation Specialist,**

Herbert G. Birch, Brooklyn January 2003- February 2004

* *Assess Autistic client behavior and problem areas.*
* *Interact with client and provide outreach support.*
* *Mediated autistic client and parent interactions.*
* *Responsible for teaching coping and behavior modification techniques to autistic  
  clients.*

**EDUCATION:** Mercy College, M.A in Urban Education, June 2008

John Jay College of Criminal Justice, M.A in Forensic Psychology, February 2006

John Jay College of Criminal Justice, B.A in Forensic Psychology, February 2004

***Cum Laude, with Honors in Forensic Psychology***LaGuardia Community College, A.A.S in Mortuary Science, December 2001

**REFERENCES:** Furnished upon request.