**Jasmine Jacobs**

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**Education**

## The College of New Rochelle

BA, Social science, concentration in English Literature 2010-2012

Awarded Deans List Scholarship all semesters -**3.9 GPA**

**Borough of Manhattan Community College**  2004-08

## Northfield Mount Hermon School 1999-2003

**Experience**

**Assistant Kindergarten Teacher-The Children’s Storefront School** 8/12-12/12

* Assist lead teachers with record keeping such as attendance, and calculating grades.
* Research, plan and develop age appropriate activities for conflict resolution curriculum.
* Taught weekly conflict resolution to kindergarten class without supervision of lead teacher
* Supervision and tutoring of 3rd grade weekly homework club
* Assist Lead Teacher in incorporating required activities into lesson plans that support children’s development.
* Assisted lead teacher in preparation of activities that support lesson plans, and smart board.
* Maintained anecdotal notes, written observations and other approved forms of documentation: antecedent forms for evaluation
* Continuously monitor children at all times to ensure safety

**Peer English Tutor-The College of New Rochelle** 3/2011-8/2012

* Responsible for aiding students in English curriculum support

## Administrative Assistant/ Public Relations Liaison- Bodhizone Physical Therapy 1/2010-1/2011

* Responsible for management of all social networking profiles and website, along with coordinating appearances, assembling press reports, recaps and other information related to sports medicine.
* Answering all public and private inquires involving sports medicine and patient treatment methods.
* Electronically managed patient insurance information (over 300 files) and responsible for verification, and authorization.
* Responsible for maintaining calendars, scheduling appointments, intern and external meetings, phone calls: preparation and distribute meeting materials.

**Research Survey Assistant-CUNY Research Foundation** 9/2007-7/2009

* Responsible for interviewing general population for the New York Department of Health
* Responsible for recording accurate information deduced from interviews

**Volunteer work & Academic achievements**

* Charity Coordinator/Liaison, at CNR Figure Skating in Harlem /NMH Phonation/ Boys and Girls club/New York Cares/ ASPCA /Dean’s Scholarship recipient 2012/ Albert G. Oliver Scholar