**Maria Rivas**

**21–13 28th Avenue Astoria, NY**

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**OBJECTIVE:**

To obtain a position working in the Education field where I many utilize strong communication and organizational skills.

**EDUCATION:**

**Hunter College, City University of New York**

BA in English, May 2012

**WORK EXPERIENCE:**

**Amber Charter School 09/12- Present**

*Tutor/Teacher Assistant*

* Assist lead teacher in planning curriculum/ make copies of homework and classroom handouts
* Forming a group of about 3 to 4 children and assist with science, math, writing, reading work
* Lunch/recess duties
* Classroom behavior management

**New York Kids Club, New York, NY 02/12- 09/2012**

*Coach:*

* Entertain children by reading out loud and dressing up/ Arts and Crafts for 2’s club
* Help facilitate monthly children’s pajama party, children colored and painted following a theme that was assigned while in their pajamas
* Set up games using gymnastic mats to set a theme based on a book that has been read that day for example Dr. Seuss

**Champion Learning Center, New York, NY 08/08- 02/12**

*Tutor:*

* Helped children from the ages of 6 and up in their homes with their reading, writing, language and math skills
* Prepared them using Test Prep books for New York State Exams

**Kumon Center Manhattan, New York, NY 07/10-1/12** *Early Learner Assistant:*

* Small class size set of three kids ages 2-6 assigned where I worked along with them to achieve basic knowledge in Math and Reading
* Used Flash Cards and Sound Charts one on one with each student
* Pen Paced each child to ensure that they are properly revising their work

**Family Literacy Program, Queens, NY 10/09-06/10**

*Child Educator:*

* Ensured that each child enjoyed being creative as they learnt how to read and participate in movement activities, while engaging them in arts and crafts activities
* Took children outside to play sports such as volleyball, softball, and soccer

**SKILLS**

Fluent in Spanish, Microsoft Word, Excel, PowerPoint, DOE fingerprinted, CPR Certified