Susan Smith

**lloavuegh@hotmail.com**

**347-984-2275**

**Objective:** To obtain a position where I can apply my skills.

**Education:**

2006 **Brooklyn College**

Brooklyn, New York

Master of Special Education

2003 **Medgar Evers College**

Brooklyn, New York

BA in Elementary Education

2000 **LaGaurdia Community College**

Long Island City, New York

AS in Social Science

**Experience:**

6/09-Present **Independent Contractor / Department of Education**- Brooklyn, NY

Special Education Teacher **(**grades Pre-K to 6th grade)

-Work with students in their **homes**

-Modify lesson plans for students with SMART GOALS

-Evaluate student’s progress

-Consult with parents

9/07-6/09 **Childhood Development**- Brooklyn, NY

Special Education Teacher

-Teach students in their homes

-Prepare and modify lesson plans

-Document educational progress

-Evaluate I.E.P Goals

9/03-8/07 **Department of Education**- Brooklyn, New York

PS 161

Teacher (tenure/grades Pre-K, K, 1st)

-Administered Rigby and E- Class scores

-Prepare students for reading

-Design centers

-Consult with parents about student’s progress

-Prepare motivational lesson plans

-Design bulletin boards

6/02 – 8/04 **Windham Graham Day Care Center** – Brooklyn, New York

Substitute Teacher

-Help students with literacy activities

-Assist the teacher with small group work

8/99 – 8/03 **Macy’s** – Brooklyn, New York

Sales Associate:

-Assist customers in planning and executing their shopping activities

-Consult in the bridal registry department with clients to determine their needs

9/02 – 5/03 **Medgar Evers** – Brooklyn, New York

Student Teacher:

-Taught elementary students various topics

-Supervised students activities

-Assisted students by offering group sessions and one on one tutoring

12/98 – 8/99 **NYC Dept. of Education** – Brooklyn, New York

Substitute Para-Professional:

-Applied my knowledge of specific subject matters

-Assisted students in planning and executing their daily academic activities

**Skills**:

Excellent interpersonal communication skills with peers and management

Knowledge of Microsoft Office

Well-organized, reliable, highly creative self-starter

Passed LAST, ATSW, multi-subject CST, student’s with disabilities CST, ATS-P Video

Experience with cash register, one-hour photo and switchboard operator

**30 CREDITS** (above the Master’s) Dept. of Education P classes

Participated in a **ABA workshop** (1 day training) - Staten Island 3/5/2011

**Special Education (Part-time):**

Brienza Academics Advantage (Grades 1-6) October 2007-June 2009

HighBridge Advisory Council (Pre-K) January 2008-June 2008

Big Apple Game (gym teacher Dept of Education) summer 2006

Home Instruction Schools (grades 1-6 Dept. of Education) September 2005 – August 2007

Manual Therapy -SEIT 2012

Saturday Program October 2012-Present grades 3,4,5,6

**License** :( *New York*)

**Common Branch** Grade Pre-K-6th (Permanent)

**Students with Disabilities** Grade 1-6th (Professional)

**Students with Disabilities** Birth-2nd (Professional)

**Reference:** Furnished upon request

Susan Smith

4718 Foster Avenue

Brooklyn, NY 11203

To Whom It May Concern:

I am seeking a\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_position** at your organization. I find myself very motivated for a position where I can give my best.

I am confident that my teaching experience combined with my education at Medgar Evers College has prepared me for a position at your organization. In addition, I have a Master’s Degree in Special Education from Brooklyn College. I believe I can meet the specific needs of students at grade levels Pre-K-6.

Through my teaching experience, I have had the chance to use cooperative learning techniques, develop effective classroom management strategies, and prepare classroom lesson plans. My success is due to my organizational skills, good work habits, effective communication skills, and my ability to work cooperatively with others.

I appreciate your consideration and look forward to meeting with you to further discuss how my background could best support your organization.

Very Truly Yours,

Susan Smith