**RAQUEL M. CEDREZ, M.S.Ed.**

**2205 Second Avenue | New York, NY 10029**

[teachrnyc@aol.com](mailto:teachrnyc@aol.com) | **(917) 652-2275**  
  
  
February 5, 2013

Dear Sir/Madam:

I am pleased to present my resume to you for a position as an Elementary School Teacher. I have a Master of Science degree in Developmental Reading and a Bachelor of Science degree in Bilingual Education. My New York State certifications include: Reading Teacher (permanent) and Childhood Education (Grades 1-6) (professional).

From August, 2009 until December, 2012, I volunteered in an after school program attended by students ages 5-11. It was a very enriching experience because it gave me the opportunity to assist children in an after school environment where I helped with homework, socialization skills, and gave them 1:1 tutoring help, as needed.

At The Learning Tree, I held 90 minute literacy blocks. I created Classroom Book Clubs and held Literature Circles which were student-led with my alternating between the groups. I utilized the Saxon Math Program which I sometimes supplemented with fun, hands-on activities in order to promote learning. I wrote and implemented the Social Studies curriculum for the third grade as well as the Spanish curriculum for the first, second and third grades meeting New York State standards. I was challenged to be creative, nurturing and, most of all, motivational.

Also, my experience has afforded me the opportunity to work in urban area schools where I have found my own background to be very advantageous in reaching and motivating students. I believe that my extensive experience, including working in area urban schools for ten years, having successfully worked with hundreds of students, and supplemented lessons across the curriculum with art and technology, my competencies fit well with your requirements.   
  
I am a teacher because I enjoy hard work and helping others realize success. I want my students to experience meaningful, interesting learning that applies to their lives. I have developed many valuable skills while teaching diverse groups of students including both children with learning disabilities and gifted children. I am adept at individualizing the curriculum to meet each child's different needs and designing resourceful lesson plans that accommodate differing learning abilities and interests; accomplished through the use of hands-on/minds-on activities, cooperative learning, and projects to inspire and motivate the students.

It is my goal to combine my range of experience with my ability to be a compassionate, enthusiastic, intelligent teacher. One who will make a positive contribution to your school.

I look forward to meeting with you to discuss your school’s goals and how I can help you meet them as a teacher. I can be reached at 917-652-2275. Thank you for your consideration.

In Anticipation,   
  
  
Raquel M. Cedrez, M.S.Ed.

. . . . . . . . . . . . . . .   
I have the opportunity today to touch the life of a child.   
A kind smile, encouraging words and a little patience can turn around a tough situation.   
What I do today can change a life forever.   
Yes, I teach.   
-FEA United

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**CERTIFIED ELEMENTARY SCHOOL TEACHER (Grades K-6)**

**Dedicated, resourceful and goal-driven elementary teacher** eager to resume full-time teaching career (most recently a stay-at-home caregiver of two children). Aptitude to remain flexible to ensure that every child’s learning style and abilities are addressed. Hardworking and trusted educator who strives to collaborate with all members of the school community to meet the needs of students and the philosophy of the school. Offer a proven track record of commended performance teaching grades 1-5, with a passion for education.

**CORE COMPETENCIES**

|  |  |
| --- | --- |
| * Creative Lesson Planning * Curriculum Development * Instructional Best Practices * Classroom Management & Discipline * Reader’s Circle | * Standardized Testing * Student Motivation * Technology Integration * Multi-disciplinary Lesson Plans * Writer’s Workshop |

**PROFESSIONAL EXPERIENCE**

**Volunteer**

***Monster Club Brandon, FL 2009-2012***

 Assisted the Lead Teacher/Coordinator with designing structured enrichment activities.

* Provided academic support for small groups, grades kindergarten - fifth.

 Supported children completing homework on a daily basis.

* Participated in sports and other recreation activities with children on a daily basis.
* Used positive classroom management techniques.

**Third Grade Classroom Teacher**

***The Learning Tree Cultural Preparatory School******Bronx, NY*** ***2008-2009***

* Implemented the Saxon Math curriculum, in differentiated modes, to accommodate students’ various learning styles.
* Developed lesson plans and instructional materials and provided individualized and small group instruction to adapt curriculum to the needs of each pupil.
* Developed, planned and delivered the Social Studies curriculum for the third grade.
* Developed, planned and delivered the Spanish curriculum for first, second and third grades.
* Provided reading instruction to all students in small flexible groups using guided reading strategies
* Utilized a wide array of instructional methods, curriculum materials and technology to support literacy instruction across the curriculum.

 Instructed pupils in citizenship, basic communication skills, and other course of study as specified by state law, administrative regulations and procedures of the school district.

 Evaluated pupils' academic and social growth, maintained appropriate records and progress reports, and communicated regularly with parents regarding each student's progress.

 Administered group standardized tests in accordance with state testing program.

 Created a functional and attractive environment for learning through display, bulletin boards and interest centers.

**Teacher**

***Eugenio Maria de Hostos Community College Bronx, NY 2003-2009***

***College for Kids***

* Instructed classes in Intensive Reading, Writing and Mathematics.
* Wrote and implemented curriculum following the Standards-Based Scope and Sequence for Learning in the areas of Mathematics and Language Arts.
* Maintained accurate profiles and portfolios of students’ work.
* Assessed and diagnosed math and reading levels.
* Provided planned learning experiences to motivate pupils and maximize time available for instruction.

**Elementary Classroom Teacher**

***New York City Department of Education Bronx, NY 1999-2003***

* Instructed second and third grades.

 Conducted morning meetings to being the day’s transition.

 Utilized the Success for All reading program which included students from first through fifth grades.

 Utilized the Math Trailblazers program.

 Conducted sixty minute literacy blocks.

 Selected and ordered leveled reading material for Grades K-6.

 Developed and organized curriculum in all subject areas.

 Created bulletin boards to meet city and state standards.

**EDUCATION AND CREDENTIALS**

**Master of Science in Education**

Major: Developmental Reading: September, 1999

*City College of New York*: New York, New York

**Bachelor of Science in Education:**

Major: Bilingual Education: June, 1998

*City College of New York*: New York, New York

**New York State Permanent**: Reading Teacher

**New York State Professional**: Childhood Education (Grades 1-6)