**Objective:** To obtain a position within the education field where I can further utilize my education, experience and skills.

**Licenses & Certificates:**

NY State Certified Early Childhood Teacher (Birth - Grade 2)

NY State Certified Students with Disabilities Teacher (Birth –Grade 2)

Licensed Notary Public in State of NY

**Education:**

MS in Early Childhood Education, Touro College, NY Bachelor of Science, Delhi University (India)

Bachelor of Education MD University, Rohtak (India) Bachelor of Law, Delhi University (India)

**Work Experience:**

**Books & Rattles, Queens, NY** September 2012 – Present

**Special Education Teacher**

**\***Teach preschool students in an integrated classroom setting.

\*Provide lessons based on their IEP’s.

\*Prepare quarterly and annual reports after assessing them on DAYC.

\* Collaborate with other therapists.

**BWY Preschool, Jackson Heights, NY** Sept 2010 – June 2012

**UPK Teacher**

**\***Teach 4-5 old under UPK guidelines.

\*Prepare lesson plans according to the themes provided.

\*Teach circle-time and read aloud.

\*Use WSS to assess the students.

\*Conduct parent – teacher conferences.

**Mosholu Montefiore Community Center, Bronx, NY**  October 2008-August 2010

**UPK Head Teacher**

\*Teach 4-5 under UPK guidelines.

\*Teach circle-time; do art activities, science activities etc. to develop their skills.

\*Prepare lesson plans and monthly newsletters.

\*Take parent-teacher conferences and prepare report cards.

**NY Board of Education, New York** January 2004–Jun 2009

**Substitute Teacher**

\*Worked as a substitute for different grades wherever needed.

\*Prepared and taught lesson plans in different subjects including science, math.

\*Helped in conducting Examinations.

**ABC Preschool & Kindergarten, Woodside, NY** March 2008 - August 2008

**Head Teacher**

\*Taught 3-4 year olds cognitive and literacy skills.

\*Prepared lesson plans, centers and newsletters.

\*Assessed individual skills and followed up with proper feedback.

**Manhattan Nursery School, New York, NY** July 2007- Feb 2008

**Head Teacher**

\*Taught 3 year olds cognitive and literacy skills.

\*Prepared lesson plans and newsletters, assessed and prepared report cards.

**NY Tutoring Center, Elmhurst NY** February 2007 – June 2007

**Tutor**

\*Tutor students from grade 1st to 8th in different subjects including science and math.

\*Help the students with homework and provide individualized instruction.

**Commerce Bank, Bayside, NY** November 2004-Nov 2006

**Bank Teller**

\*Conducted regular Bank Transactions as teller

\*Notarized documents.

**Remal Public School, Delhi, India** March1995-Feb1996

**Science Teacher**

\*Taught students life science and physical science.

\*Helped them with projects and studies.

**National Science Center, Delhi, India** July 1994

**Education Assistant**

\*Took care of animals at the center and record of their behavior.

\*Informed visitors at the center about the different science exhibits.

**Languages:**

English, Hindi, Urdu & Punjabi