

Substitute Paraprofessional Substitute Paraprofessional Substitute Paraprofessional Howard Beach, NY Work Experience Substitute Paraprofessional Department of Education NY May 2019 to Present

Assist in the implementation of goals for the students and monitor their progress. Assisting students with special needs as required (positioning, lifting, transferring, restraining, etc.) Ability to work effectively under the direction of others. Ability to work cooperatively with others. Willingness to assume any responsibilities appropriate for the position. Behave and speak in a professional manner at all times.. Be proactive in matters relating to health and safety. Assist in the educational and social development of students under the direction and guidance of the teacher.

Assist in the implementation of goals for the students and monitor their progress. Work with other professionals, such as speech therapist, social worker, occupational and physical therapists. Assist classroom teachers with maintaining student records. Support students with emotional or behavior concerns and assist them in developing appropriate social skills. Assist in the preparation and display of student work. Assist classroom teachers with copying items to support teaching

Nanny Back Up Care At Home, Bright Horizons February 2019 to February 2019 Nanny New York, NY 2007 to 2018 Systems Administrator/ Operations The Maritime Financial Group, Barataria Trinidad and Tobago 1998 to 2007 Administrative Assistant functions re: Collection of Data and tracking inventory and SKU #'s Report generation using Microsoft Access Report generation using AS400 Systems Reporting on financials to Management Report Analysis and fixing POS systems and Inventory Management Staff training on back office software Working knowledge of Microsoft Word and Excel Type at least 50 wpm (not as fast anymore) Ability to multitask to meet deadlines Great outgoing personality and friendly, positive attitude Systems Administrator Assistant Tru Valu Supermarket Ltd - Port of Spain, TT 1995 to 1998 Purchasing Clerk responsible for maintaining inventory using Magic and Platinum. Promoted to the computer systems department as assistant to the IT Manager Training staff on using updated systems. Writing user manuals and staff training at different locations island wide. Promoted to Store Manager responsible for the computerized inventory controls. Administrative Assistant Today's Optical - Port of Spain, TT 1992 to 1994 Filing, banking, inventory management Staff management at Duty Free Shop in airport

Correspondence with foreign suppliers Providing daily support to managers and employees
Assisting in daily office needs and managing the general office administrative activities. Holiday
Inn, Port of Spain Trinidad and Tobago - Restaurant Supervisor Inventory management
Reservations Customer Service - a strong team leader with a caring and positive attitude and a
passion for the hospitality industry. Restaurant Supervisor The Hotel Normandie, St. Ann's Trinidad
and Tobago 1991 to 1992 Inventory management Reservations Customer Service - a strong team
leader with a caring and positive attitude and a passion for the hospitality industry. Excellent
organization and customer service skills 1990-1991 Education Certificate School of Continuing
Studies (University of the West Indies) December 1989 to April 1990 Certificate St. George's
College September 1981 to June 1986 Skills Inventory, Microsoft office, As400, Unix, Training, Staff
training, Cash management, Powerpoint, CPR, Time Management, Teaching, Filing Additional
Information SKILLS Drink mixology Inventory and cash management Staff training Staff
management Reservations Assistant to Manager Microsoft Office User Specialist Unix IBM
AS400 IBM i5

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