

Breona Samuel

Teacher's Assistant

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(202) 487-3417

Authorized to work in the US for any employer

Work Experience

Assistant Director of Admissions

University of Potomac - Washington, DC

July 2013 to Present

Teacher's Assistant

District of Columbia Public School System - Washington, DC

November 2010 to June 2013

Key Contributions:

- Communicated effectively with senior staff members through written and oral communication
- Assisted and partnered with DC CAP representatives to ensure students were well prepared for their next level of higher education.
- Displayed organizational skills through managing assigned students' academic progress and ensuring their advancement through the academic program.
- Created and managed students' confidential records.
- Maintained parental contact and call logs.
- Developed a variety of teaching methods to engage students within their unique learning style.
- Worked with students to execute their academic goals and objectives.

Para Professional

St. Coletta of Greater - Washington, DC

April 2010 to October 2010

Key Contributions:

- Researched activities which supported special needs students in their unique learning process.
- Maintained Individualized Education Plan (I.E.P) data to track the students' progress on specific I.E.P. goals and objectives.
- Worked closely with students to implement their I.E.P and ensured that their needs were met, academically and behaviorally.
- Established, leaded & maintained community partnerships and while managing work plans as well as timelines.
- Completed documentation and reports on a weekly and quarterly basis to ensure eligibility, funding, and compliance with state and school policy.

Speech Language Pathology assistant

Soliant Healthcare Solutions

August 2008 to December 2009

Key Contributions:

- Independently developed lesson plans for students with speech and language deficits.
- Created and managed their Individualized Education Plan (I.E.P).
- Maintained Medicaid billing profiles.
- Effectively developed a professional rapport with faculty, students and/or their parents/guardians to collaborate and track the students' progress and efficiently track their language goals.

Education

Masters in Business Administration

University of the Potomac - Washington, DC

Bachelor of Speech Language Pathology and Audiology in Speech Language Pathology and Audiology

North Carolina Agriculture and Technical University - Greensboro, NC