

Linda M. Barbour

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Qualifications Profile

- **Teaching:** Collaborative, results-driven educator with an extensive experience in education, including teaching, counselling, and mentoring. Expertise in creating and maintaining respectful and professional working environment, incorporating active learning, reflective thinking, and a confidential debriefing process.
- **Translation:** Solid knowledge of French translation techniques and practices acquired through university accreditation. Proficient in creating lesson plans for assignments, classwork, examinations, and oral dictations to increase student understanding of French language, history, and culture.
- **Customer Service:** Skilled in compiling and analyzing data and metrics to support business decisions in market. Ability to model selling expectations by utilizing various techniques and communicating product knowledge to customer; recommend merchandise selections and building and maintaining a solid customer following through building loyalty and clientele.
- **Team Player:** Adept at maintaining knowledge of current trends and developments in field by attending staff development training, workshops, seminars, and conferences. Track record of interacting with students in a patient, positive, and sensitive manner to provide for direct care and development.

Professional Experience

Oak Grove School District, San Jose, CA

Instructional Assistant (2016 to Present)

Develop and plan resources for classrooms, grade levels, and subject areas. Provide feedback regarding student use of desired practices. Support kids in class and through one-on-one interaction.

Key Achievement:

- Plan, conduct, and facilitate developmentally-appropriate programs and activities that reflect emergent curriculum philosophy of school.

Bernal Intermediate School, Oak Grove School District, San Jose, CA

Instructional Assistant | On-call substitute Instructional Assistant (Part Time) (2019 to 2020)

Observed students' performance, and recorded relevant data to aid teacher in assessing progress for students in Special Education. Facilitated teachers as refresher to classroom formal lecture and develop lesson plans, learning groups, and rotations. Supervised students throughout school day in classrooms and while on yard duty, ensuring safety at all times. Worked with individual students and/or small groups for addressing areas of improvement.

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Key Achievements:

- Demonstrated regular and prompt attendance to provide consistent focus on student learning.
- Conducted instructional exercises to assist students from Math department and Language Art Grade 7/8).

American Girl, San Francisco Bay Area, CA

Sales Lead and Sales Associate (2016 to 2018)

Provided assistance to retail sales manager in spearheading overall business functions. Performed management/supervisory duties, as needed, with visuals and displays, overseeing sales floor, and coaching and motivating staff. Demonstrated ability to keep a high level of composure during pressured situations, including customer complaints and sales. Communicated clear expectations and goals to each team member and maintained coaching binders. Monitored inventory and oversaw replenishment of stock onto sales floor. Promptly and accurately process all point-of-sale transactions, ensuring compliance with company policy.

Key Achievements:

- Achieved sales and company goals in collaboration with sales team.
- Tracked sales performance against targets and analyzed results for management, developing correction plans for negative variance.

Volunteer Experience

Glider Elementary School, San Jose, CA

Assistant Teacher (2009 to 2015)

Facilitated teachers from Kindergarten to 5th grade to spend less time pre-planning by creating study resources. Assisted students with assignments and hands on activities and provided additional instructions to those requiring. Ensured health, safety, and well-being of children by providing close supervision of all activities.

Key Achievements:

- Enabled students to become lifelong learners, increasing engagement and motivation while incorporating differentiated instruction techniques.
- Establishing an exemplary classroom culture, balancing high expectations with love and support.

French Teacher (2013 to 2015)

Instructed GATE Students (Gifted and Talented Education) in French grammar, vocabulary, and pronunciation (2 sessions/year). Guided learning process towards achievement of curriculum goals and established clear objectives for all lessons, units, projects, and the like to communicate these objectives to the students, using hands-on activities and situational role plays. Arranged engaging end-of-sessions classroom parties.

Key Achievement:

- Inculcated love of French, resulting in students selecting it as elective in middle school.

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Additional Experience

Sales Agent for **EgyptAir** - Beirut, Lebanon

Counter Staff for **Pan Asiatic Travel** - Beirut, Lebanon

Educational Background

Yale University - Coursera 2020 | **The Science of Well-Being Certification**

Dr. Sears Wellness Institute 2019 – 2020 | **Health Coach Certificate**

Foothill College | **ESL Classes and Counseling 50**

IATA International Air Transportation Association, Geneva, Switzerland | Beirut, Lebanon

IATA Diploma and Certification in Travel and Tourism, Airline Ticketing and Reservation

American Language Center, Beirut, Lebanon | **Computer Certificate**

Lycée Mission Laïque Française, Beirut, Lebanon | **French High School Baccalaureate**

Languages: **English, French, Arabic: Fluent** | **Spanish: Fair**

Technical Skills

Microsoft Office suite Word, Excel, PowerPoint and Outlook

Data bases: Epicor and Sabre Global distribution system (GDS)