

Alyssa R. Lemon

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PROFESSIONAL SUMMARY

Dedicated, caring and responsible, deeply committed to supporting colleagues and clients. Patient, upbeat and creative in tailoring instruction to meet individual needs and learning styles.

EDUCATION

South Suburban College

South Holland, IL

- **Specialization Education : 24 credit hours**

Thornton-Fractional South High school

Chicago, IL

- **General Studies**

Graduated: 2009

CERTIFICATIONS

Paraprofessional Licensure

2017

Vanderbilt University Full-Stack Boot Camp
(Web Development)

2020

PROFESSIONAL EXPERIENCE

Franklin Special School District

Nashville, TN

Administrative Assistant

present

- Adept in technology by making spreadsheets, powerpoints for productivity and functionality
- Anticipates needs of staff members
- Implementing lesson plans when teacher is absent

Horace Mann Elementary

Chicago, IL

Intervention Staff

2014-2017

- Servicing scholars with additional help with phonics and mathematics during instructional periods.
- Establishing lesson plans for individual scholars that is beneficial to their educational needs.
- Observing scholars learning behaviors.
- Responsible for providing a safe environment for scholars during recess and lunch.

Walmart

Lansing, IL

Customer Service/Money Center

2013-2014

- Maintained up to date knowledge of store policies regarding payments exchanges and returns.
- Cross trained and provided backup got other customer service representatives when needed.
- Avid team member performing cashier duties, product assistance and cleaning.
- Assisted customers with store and product complaints.

VOLUNTEER EXPERIENCE

Colonial Village Church of Christ

Counselor for the Village Youth Program

- Communicate issues important to youth and the policies and practices that affect them.
- Meet regularly.
- Plan and implement educational events and community service projects such as Youth Service Day.
- Participate in events, such as youth retreat, youth involvement workgroup, and other youth activities.
- Assist youth in establishing ground rules for meetings.

Founder of the Find Joy Project

- Serve as a member and event coordinator.
- Share ideas and work behind the scenes to plan the logistics for events.
- Supply food, water, soap, deodorant to shelters.

TECHNICAL SKILLS

- Proficient in MS Office Applications, Windows Explorer, and developing and presenting PowerPoint presentations.
- HTML, CSS, JavaScript, Node