

Carlos Zabala

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SUMMARY

Focused professional and friendly team player with a knack for building productive working relationships, Seeking a role where I can apply my skills, experience, and knowledge. Deeply committed to supporting students in all levels of their education to achieve and providing the necessary tools to achieve their personal and academic growth

SKILLS

- Excellent attention to detail
- Good communication skills
- Great adaptability
- Bilingual (Spanish and English)
- Fast learner
- Reliable and organized
- Dependable, teamwork and collaboration
- Adaptability in a work-related changing environment
- Proficient in using Microsoft Word, Excel and PowerPoint
- Good work ethic

EXPERIENCE

Team Leader Success Mentor

Pan American International HS, Queens NY - August 2020 - Present

- Assigned students to work on completing PBATS (Graduation Requirements Work).
- Co-direct Peer Group Connection (PGC) which aims to help transition students from middle school to high school, also students that just arrived in the country. Working along with student leaders in order to achieve these goals.
- Head Team Leader assigned to supervise Success Mentors.
- Support the CBO (Community Based Coordinator) in communicating information to success mentors.
- Monitor progress of Success mentors with assigned students to graduate on time.
- Provide students with academic support to improve their learning and performance.
- Assist students with completing necessary assignments to meet graduation requirements.
- Listen to students and provide relevant advice to them.
- Maintain positive relationships and open communication with assigned students.
- Assisted students during summer school to complete NX work and recover the credit.
- Effectively executing two Computer Engineering class to 21 students.
- Create and implement lessons on the basic and advanced knowledge of computer components.

- Maintain a safe and orderly classroom environment.
- Develop hands-on learning activities on how to assemble computers.
- Assist staff members with all events during school hours and after school.
- Assist office staff with answering phones and making copies.
- Assist students who were sent to the office looking for assistance.
- Assisted parents that arrived at the main office looking for assistance.
- Support administration when help was needed.
- Support Dean during student lunch.
- Co - taught a workshop on SEL (Social Emotional Learning) a program to assist English Language Learners who have recently arrived in a new country and are displaying difficulty adapting to a new school environment. The program targeted male students to address behavioral, self-esteem, poor academic performance, bullying, drugs, depression, and issues at home.

Arts & Literacy - Teaching Assistant

P.S. 149 Christa McAuliffe, Queens NY - July 2022 - August 2022 - June 2023 - August 2023

P.S. 7 Louis F. Simeone, Queens NY - November 2023 - December 2023

I.S. 227 Louis Armstrong Middle School, Queens NY - July 2024 - August 2024

- Supporting a lead educator who is in charge of a classroom
- Tutoring individual individuals or small groups to reinforce lessons
- Making or assisting with lesson plans and instructional resources
- Creating and implementing educational programs tailored to each student's needs
- Assessing the efficacy of undertakings
- Preserving a culture of health and safety in the classroom
- Speaking with parents and supervisors
- Ensuring the safety of the students when doing indoor and outdoor activities
- Covering classes when teacher was absent and providing activities and lessons for students to engage while learning

Consultant-Support Staff

Pan American International HS, Queens NY - February 2020 - August 2020

- Created and implemented interaction activities in graphic design.
- Created a classroom environment conducive to learning.
- Provided instrumental feedback and support to assist students learning.
- Facilitate classroom lessons on the basic knowledge of graphic design.
- Teach students to make clothing with their own designs that help stimulate self expression.
- Work cooperatively with teachers and support staff to provide appropriate support.
- Collaborate with school personnel to best assist students' needs.
- Worked one on one with students who needed extra assistance with completing NX assignments.
- Collaborated with classroom teachers to support students with transitioning to remote learning.
- Develop positive relationships with classroom teachers to promote teamwork and efficiency.
- Co-taught an 8 week workshop on Men's Mindfulness for male students who are displaying difficulty adapting to their personal and academic life. The workshop is designed to help students who are struggling with depression, drugs or every other inconvenient on their life that might affect them.

VOLUNTEER EXPERIENCE

Teacher assistant

Queens, NY - September 2014 - June 2015

- Assisted the English Literacy teacher during after school and Saturday hours.
- Helped tutor students.
- Grade students assignments.
- Organize and help set up classrooms for teachers and students.
- Prepare materials for classroom activities.
- Assist in communicating with parents.

EDUCATION AND TRAINING

Pan American International High School, Queens, NY
High School Diploma

LaGuardia Community College, Long Island City, NY
Expected Graduation: March 2024

Associate of Applied Sciences - Programming and Software Development