| Crystal Brooks  715 Woodacre Dr. Dallas, Texas 75241  214-458-1731  crystal\_dbrooks@yahoo.com | | | |
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| Education | | | |
|  | University of North Texas Dallas, Texas | | |
|  | Bachelor of Applied Arts and Science | | 2007 |
|  | Major: Education Minor: Rehabilitation | | |
|  | Cedar Valley Community College Lancaster, Texas | | |
|  | Associate of Arts | | 2004 |
|  | Major: Education | | |
| Summary of Qualifcations Accomplished degreed teacher with expertise in social skills, student behavior complications and in the subject areas of reading, language arts, mathematics, science and social studies. | | | |
| Teaching Experience | | | |
|  | | **Dallas Independent School District** Dallas, Texas **2016-Present**  **Special Education Teacher Assistant**  Job duties for a special education assistant can include physically assisting students with tasks like eating, using the bathroom, riding the bus and moving from one classroom to another. In addition, special education assistants are often called upon to provide instructional assistance to special education students.  **Children First Academy of Dallas** Dallas, Texas | |
|  | | **PreK-4, First Grade, 4th Grade-All Subject** | 2009-2016 |
|  | | Provide educational instruction that includes the following subjects but not limited to reading, language arts, mathematics, science and social studies. Also, provide skills to develop social skills as well as skills for children with behavior complications.  Assistant to PIEMS Department/ Registrar’s Office  **Cliff View Christian Academy and Development Center - Dallas, Texas** | |
|  | | **Teachers Aide– All Subjects** | 09-05/12-05 |
|  | | Provide extra support to the lead teacher. Also, provide one on one session to small groups at a time. Interacted/participated with parents, after-school care, assisted with infant care, office and clerical duties, and  field trip aide. | |
| Additional Work Experience | | | |
|  | | **Goodwill Industries Temp Services** - Fort Worth, Texas | |
|  | | Child Support Technician  Completed task of filing, provide office/clerical support. Also participated in entry-level duties in other duties dealing with child support cases. | 07-08/08-08 |
|  | | **Torrid** - Arlington, Texas | |
|  | | Sales Associate  Provide customer service in a retail setting. Assisted with promotional ads during new season, as well as act as lead in marketing new designs during promotional sales. | 04-05/11-05 |
|  | | **Wal-Mar t** Cedar Hill, Texas | |
|  | | Cashier  To provide excellent customer service as well as cash handling and stocking | 12/2003 |
| Computer Skills | | | |
|  | | * Typing Speed: 35  Words Per Minute * Database Software (Oracle, Access, etc) * Data Entry Terminal (PDT, Mainframe Terminal, etc) * Email Software (Outlook, Thunderbird, etc) * Personal Computers * Presentation Software (PowerPoint, Flash, etc) * Spreadsheet Software (Calc, Excel, etc) * Word Processing Software (Word, WordPerfect, etc) | |
| References/ Salary Requirements | | | |
|  | | * Ashley Hamilton 469-337-4972 * Nickie Williams 214-770-9781 * Gail Neale 918-840-6211   Salary: $30,000-$40,000 | |