Gabrielle KELLER

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**Summary**

**Retaking EC-6 Core subjects June 8, passed fine arts and history**

* Over 2 years’ experience as a teacher in daycare setting.
* In the process of getting teacher certification and goal is to be certified in EC-12.
* Experience with working with people with mental disabilities.
* Over 2 years’ experience as a receptionist
* Attendance Clerk/ Registrar
* Teacher’s Aide
* In Process of getting Masters Degree in Higher Education- Administration

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**Skills**

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| --- | --- |
| * Complete task prior to or upon deadlines * Problem- solver * Knows basic computer skills | * Quick Learner * Goal- oriented * Shows initiative |

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**Education**

**Graduation Date**: August 2018

Bachelors of General Studies, Concentrations in Business and Sociology

Texas Woman’s University Denton, Texas

Dean’s List: Spring 2018

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**Knowledge and Application**

Application of Concentration Areas within the Bachelor of General Studies Degree consists of the following:  Topics of Urban Sociology, Racial and Ethics Groups in the U.S., Principle of Management, Principle of Marketing, Selling, and Human Resource Management. Sociology Concentration consist of

social life, social change and social causes. Business Concentration consist of the human resources side of business along with international business.

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**Experience**

**Winfree Academy Grand Prairie, TX**

**CTE AIDE 3/2019-Presnt**

* Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives in assigned CTE field
* Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
* Performs general clerical tasks (e.g. laminating, making posters, making copies, bulletin boards, filing, newsletters, etc.) for the purpose of assisting teachers with instructional material.

**Advantage Academy Grand Prairie, TX**

**Attendance Clerk/ Registrar 2018-2019 school year**

* Compiles attendance records for school district, issues attendance permits, and answers inquiries: Obtains district attendance figures from each school daily, using telephone.
* Place students in database, keep grades emergency contacts,and documents maintained.
* Designed lesson plans focused on age and level-appropriate material.
* Collaborated with other staff members to plan and schedule lessons promoting learning and student engagement.
* Received high remarks for the creativity of classroom lesson plans and instructional techniques from students, parents and faculty.

**Direct Support Professional** **04/2017 to Current**

**Daybreak Community Services** **Lancaster, TX**

* Monitored clients' progress to report necessary changes.
* Supervised frequent activities such as medication and personal hygiene to ensure safety.
* Assisted disabled individuals to foster independence while still closely monitoring safety.

**Teacher** **05/2018 to 8/2018**

**Kid's University Learning Center - A Ministry of Cedar Valley Christian Center Church** **Lancaster, TX**

**Teacher** **04/2017 to 05/2018**

* Received high remarks for the creativity of classroom lesson plans and instructional techniques from students, parents and faculty.
* Designed lesson plans focused on age and level-appropriate material.
* Received high remarks for the creativity of classroom lesson plans and instructional techniques from students, parents and faculty.

**Angels On Earth Learning Center**  **Dallas, TX**

* Received high remarks for the creativity of classroom lesson plans and instructional techniques from students, parents and faculty.
* Designed lesson plans focused on age and level-appropriate material.
* Received high remarks for the creativity of classroom lesson plans and instructional techniques from students, parents and faculty.

**Pharmacy Benefits Manager**  **08/2015 to 08/2016**

**Optum Company**  **Richardson, TX**

* Answered customers' questions and addressed problems and complaints in person and via phone.
* Resolved product/policy issues and shared benefits.

**Front Office Receptionist** **08/2013 to 08/2015**

**Henderson State University** **Arkadelphia, AR**

* Managed clerical needs of company employees and students, including copying, faxing and file management.
* Responded to telephone inquiries from clients, vendors and the public.