

MARIE KENLY JONASON

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EXPERIENCE:

Aug 2022
To Present

Mary Burks Marek Elementary School
First Grade Teacher

Pearland, Texas

- Carry out all responsibilities and duties as classroom teacher.
- Create lesson plans that fulfill the requirements of district's curriculum program.
- Implement lesson plans that reflect accommodations for differences in student learning styles, use appropriate instructional strategies and materials.
- Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations by following classroom lesson plans.
- Work cooperatively with special education teachers to modify curriculum as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Plan and supervise assignments of teacher aides(s) when necessary.

Nov 2016
To May 2022

Alvin Independent School District (AISD)
Substitute Teacher

Pearland, Texas

- Assume all responsibilities and duties assigned to the classroom teacher.
- Implement lesson plans provided by the classroom teacher that fulfill the requirements of district's curriculum program.
- Implement classroom teacher designed lesson plans that reflect accommodations for differences in student learning styles, use appropriate instructional strategies and materials.
- Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations by following teacher lesson plans.
- Work cooperatively with special education teachers to modify curriculum as needed for special education students according to guidelines established in Individual Education Plans (IEP).
- Plan and supervise assignments of teacher aides(s) when necessary.

Jun 2011
To Aug 2022

Household Manager
Planner and Organizer

Pearland, Texas

- Responsible for planning and organizing events for pre-school aged children.
- Serve as decision maker, and conflict resolution manager.
- Maintain productivity in the household.
- Assist in prioritization guidance.

Sep 2014
To Jan 2015

Little Lambs Learning Center
Substitute Teacher

Pearland, Texas

- Responsible for planning and organizing events for pre-school aged children.
- Taught pre-school aged curriculum to a class of 5-10 students.
- Organized and maintained classroom to maximize learning and engagement of students.
- Assisted in prioritization guidance and other age appropriate life skills.

Nov 2009
To Jul 2011

Molina Healthcare
Retention Representative

Houston, Texas

- Performed welcome calls, disenrollment survey calls, and other outbound/inbound member contact initiatives.
- Served as a liaison between Molina Medicare and its current and previous members.
- Responded, tracked, researched, and escalated problems identified by current and previous Molina Medicare members, providers or other Molina employees.

Jul 2005
to Aug 2009

- Served as an interpreter/translator for Haitian members.

Nova Southeastern University
Administrative Assistant

Davie, Florida

- Assisted in the development of new program and grant writing activities including the creation of the course syllabus and other course related material for PUH 5004 - Public Health Grant Writing.
- Maintained calendar for the Associate Dean of the College of Osteopathic Medicine by scheduling appointments involving university administrators, faculty staff and off-campus visitors.
- Coordinated travel arrangements by making necessary reservations for transportation and hotel accommodations and prepared all related travel documents for Associate Dean of The College of Osteopathic Medicine.
- Composed correspondence for supervisor's signature from both written and oral instructions; typed and edited correspondence into final form; proofread and made corrections as necessary.
- Screened incoming calls/mail and, as appropriate, provided requested information, took messages, or redirected inquiries to the appropriate staff member or office.
- Coordinated and organized the office's filing system.
- Booked meetings and organized various sessions by making food orders, setting up the meeting table, copy information packets, set up laptop, etc.

EDUCATION:

Aug 2006
to May 2010

Nova Southeastern University
Bachelor of Science, Psychology, Minor in Substance Abuse Counseling

Davie, Florida

CERTIFICATION(S):

Licensed Chemical Dependency Counselor Intern
Control Number 53192 | Expires 11/15/2025

Texas

RELATED SKILLS:

- Conversational Spanish, French and fluent Haitian Creole
- Type 60 WPM
- Proficient on Macintosh and PC operating systems
- Proficient in the following applications: MS Word, Excel, PowerPoint and Outlook
- 18 years' experience in chemical dependency & recovery ministry groups

References Available Upon Request