

**EXPERIENCE:**

Nov 2016 To Present	<b>Alvin Independent School District (AISD)</b> <i>Substitute Teacher</i>	Pearland, Texas
	<ul style="list-style-type: none"><li>• Assume all responsibilities and duties assigned to the classroom teacher.</li><li>• Implement lesson plans provided by the classroom teacher that fulfill the requirements of district's curriculum program.</li><li>• Implement classroom teacher designed lesson plans that reflect accommodations for differences in student learning styles, use appropriate instructional strategies and materials.</li><li>• Present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations by following teacher lesson plans.</li><li>• Work cooperatively with special education teachers to modify curriculum as needed for special education students according to guidelines established in Individual Education Plans (IEP).</li><li>• Plan and supervise assignments of teacher aides(s) when necessary.</li></ul>	
Jun 2011 To Present	<b>Household Manager</b> <i>Planner and Organizer</i>	Pearland, Texas
	<ul style="list-style-type: none"><li>• Responsible for planning and organizing events for pre-school aged children.</li><li>• Serve as decision maker, and conflict resolution manager.</li><li>• Maintain productivity in the household.</li><li>• Assist in prioritization guidance.</li></ul>	
Sep 2014 To Jan 2015	<b>Little Lambs Learning Center</b> <i>Substitute Teacher</i>	Pearland, Texas
	<ul style="list-style-type: none"><li>• Responsible for planning and organizing events for pre-school aged children.</li><li>• Taught pre-school aged curriculum to a class of 5-10 students.</li><li>• Organized and maintained classroom to maximize learning and engagement of students.</li><li>• Assisted in prioritization guidance and other age appropriate life skills.</li></ul>	
Nov 2009 To Jul 2011	<b>Molina Healthcare</b> <i>Retention Representative</i>	Houston, Texas
	<ul style="list-style-type: none"><li>• Performed welcome calls, disenrollment survey calls, and other outbound/inbound member contact initiatives.</li><li>• Served as a liaison between Molina Medicare and its current and previous members.</li><li>• Responded, tracked, researched, and escalated problems identified by current and previous Molina Medicare members, providers or other Molina employees.</li><li>• Served as an interpreter/translator for Haitian members.</li></ul>	
Jul 2005 to Aug 2009	<b>Nova Southeastern University</b> <i>Administrative Assistant</i>	Davie, Florida
	<ul style="list-style-type: none"><li>• 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.</li><li>• Maintained calendar for the Associate Dean of the College of Osteopathic Medicine by scheduling appointments involving university administrators, faculty staff and off-campus visitors.</li><li>• 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.</li></ul>	

- 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

## **RELATED SKILLS:**

- Proficient in the following programs for Macintosh and PC platforms: Microsoft Word, Excel, PowerPoint and Outlook
- Type 60 WPM
- WebCT and Sungard Campus Portal (PeopleSoft competitor)
- Conversational Spanish, French and fluent Haitian Creole

*References Available Upon Request*