

SUZANNE R. NIEVES

1111 Marin Avenue, Bronx, NY 10455 · (555) 555-5555 · suzanne.nieves@yahoo.com

EDUCATION

Lehman College (CUNY), Bronx, NY

New York State Initial Teacher Certification in Childhood Education, expected 05/ 2021

Bachelor of Arts, Major: English; Minor: Childhood Education, expected 05/2021

Dean's List, GPA 3.6

Bronx Community College (CUNY), Bronx, NY

Associate in Arts, Major: Psychology, 05/2019

PROFESSIONAL EXPERIENCE

PS 00, Bronx, NY and PS 555, New York, NY

Student Teacher for Grades 3 and 5

09/2020 - Present

- Design and implement small group writing and math lessons in virtual environment; developed month-long unit on family traditions
- Collaborate with head teacher to monitor and improve student learning and evaluate students' academic performance and behavior in preparation for parent teacher conferences
- Worked individually and in small groups with students to improve phonemic awareness and fluency resulting in a 20% increase in proficiency in one semester

Kids Learning Center, New York, NY

Mentor and Tutor for Grades K to 6

11/2018 – 08/2020

- Specialized in one-on-one tutoring and test preparation for students
- Administered diagnostic assessments in Math and English according to Common Core Standards and created and distributed students' progress reports to parents during conferences

Koala Catering, New York, NY

Server/Party Coordinator

01/2017 – 05/2019

- Prepared and served food at children's parties and events for up to 100 participants
- Taught arts and crafts and facilitated games and contests
- Trained new staff to engage children and provided customer service to parents and clients

CERTIFICATIONS

Lehman College Introduction to Leadership Certification Program

Adult and Pediatric First Aid/CPR/AED

SKILLS

Google Classroom, ZOOM, Power School, Google Jamboard, Padlet, Microsoft Office Suite, Canva

Fluent in Spanish

ACTIVITIES AND VOLUNTEER WORK

Orientation Workshop Leader, Varsity Soccer Team, Jumpstart Corps Member (Virtual Instruction)