

Jorge Morales

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PROFESSIONAL SKILLS**Education**

Designing and implementing lesson plans in math and language arts, supporting teachers & administrators, maintaining student portfolios, collecting & analyzing students' data, administering & supervising tests, teaching individual students, small groups, & whole classes, and supervising students in and out of the class. Assisted teachers in working with students who have special needs with classwork and behavior.

Shipping & Receiving

Ample experience preparing shipments for postal or commercial orders, selecting appropriate shipping container and packing items while ensuring safety, receiving & unloading incoming shipments (lift and manipulate heavy objects), checking accuracy of shipments from packing slip and/or purchase order, ability to sort, count, label, package, unpack, backstock, stock, and log inventory being delivered or shipped, experience in inspecting shipments for damages or defects, skills in delivering items to proper departments, able to trace lost or incomplete shipments and prepare claims, practice in operating dolly and pallet jacks, shrink-wrapping boxes on pallets, capability to maintain department database, prepare routine reports, and filing purchase orders/invoices.

EDUCATION**UCLA Extension Coding Bootcamp**

December 2019-Present

Utah State University

Spring 2015- Fall 2017

Bachelor of Science in Communicative Disorders & Deaf Education

California State University, Northridge

Fall 2008- Spring 2011

Bachelor of Arts in Sociology

Los Angeles Valley College

Fall 2006-Spring 2008

Undecided

WORK EXPERIENCE**Special Education**

- Performed a variety of activities pertinent to training, physical care, discipline, and tutoring in order to inculcate habits, knowledge, and skills in students with disabilities.
- Assisted teachers in implementing lessons or portions of lessons to a student or a group of students, checks accuracy of work, and presents additional assignments as directed by a teacher.
- Adjusted or rephrases portions of text and classroom instructions.
- Assisted teachers in directing activities for assigned groups of students.
- Assisted teachers in working with students who may be demonstrating such behaviors as hitting, biting, scratching, and running, and works as a member of a team to implement the behavior support plan and/or crisis plan as trained by appropriate staff.
- Assisted teachers in maintaining an environment conducive for learning and encouraging appropriate behavior by the students using a consistent team approach.
- Assisted teachers in carrying out positive reinforcement procedures and reactive strategies identified in a behavior support plan.

Inbound Overnight Stocker (Seasonal)

Target Corporation

11051 Victory Blvd.
North Hollywood, CA 91606
(818) 761-3083

October 2019-January 2020

Substitute Teacher

Various Locations within LAUSD

August 2018-August-2019

Special Education Assistant

Beckford Avenue Elementary School

19130 Tulsa st.
Northridge, CA 91326
(818) 360-1924

May 2014- June 2018

Hesby Oaks Elementary School (Substitute)

15530 Hesby st.
Encino, CA 91436
(818) 528-7000

December 2013- May 2014

Cohasset Street Elementary School (Substitute)

15810 Saticoy st.
Van Nuys, CA 91406
(818) 787-2113

October 2013- December 2013

Instructional Aid

- Instructed groups of students-from Kindergarten to the fifth grade in an RTI (Response to Instruction) format to help enhance literacy skills.
- Conducted and supervised physical education.
- Analyzed student progress with Dibels program.
- Worked with a group of eight or more TA's to design lesson plans and education tools.
- Created and assisted directors and teachers in instruction and school events.

Teacher Assistant

Canoga Park Elementary School

7438 Topanga Canyon Blvd.
Canoga Park, CA 91303
(818) 340-3591

November 2010- October 2013

Shipping & Receiving Clerk

CSUN Follett Bookstore #150

18111 Nordhoff st.
Northridge, CA 91330
(818) 677-2932

December 2006- November 2010

Shipping & Receiving

- Shipping and receiving books using FedEx and UPS systems
- Paying and adjusting prices on invoices
- Taking inventory/restocking books and merchandise
- Shelving books and merchandise
- Calling vendors and distributors to fix problems and discrepancies with orders
- Filing purchase orders and invoice