**Kaley Allan**

ka599248@sju.edu

**PROFESSIONAL EXPERIENCE**

**Oaks Early Learning Center: Oaks PA**

**Supervisor: Debbie Nardi**

Teachers Assistant June 2011 - August 2012

* Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
* Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
* Enforce administration policies and rules governing students.
* Discuss assigned duties with classroom teachers to coordinate instructional efforts.
* Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
* Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
* Type, file, and duplicate materials.
* Attend staff meetings and serve on committees, as required.

**Shannondell Retirement Community: Audubon PA**

**Supervisor: Jennifer**

Server April 24, 2012- June 2013

* Take drink, entre, and desert orders
* Clean kitchen after dinner shift was over
* Would sometimes help utility staff
* Worked well in groups when large parties came in for meals

**EDUCATION**

**Spring-Ford Senior High SchoolPennsylvaniaUnited States**

*High School Diploma, Jun 2013*

* During my senior year, aside from attending classes I also interned for Livenation three times a week from September 2012-June 2013.

**Saint Joseph's UniversityPennsylvaniaUnited States**

*Communications Candidate, May 2017*

**ADDITIONAL SKILLS**

* Writing for blogs/ websites
* Quick learner
* Not afraid to ask questions and always looking for input on how I can do better