

TAMARA RILEY
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Objective: I'm currently seeking a position utilizing my Education and Business Administration background. I hold a valid Pennsylvania Professional Certificate in grades PreK-4. I also hold a Delaware Standard Initial License in Elementary (Grades K-6), Middle Level English Language Arts (Grades 6-8), Middle Level Mathematics (Grades 6-8), and Middle Level Social Studies (Grades 6-8).

Education:

B.S., Elementary Education, August 1994 – December 1996, Cameron University, Lawton, OK
B.A., Business Administration, August 1986 – May 1990, Cameron University, Lawton, OK

Work Experience - Education:

Lead Teacher, GA Pre-K/Jr K, Childtime/Tutor Time – Fall 2009 – present, GA/DE
Lead Teacher, GA Pre-K, Kids R Kids - Fall 2005 – Spring 2008, Alpharetta, GA
Lead Teacher, GA Pre-K, Building Blocks - Fall 2002 - Spring 2003, Alpharetta, GA
Lead Teacher, Summer Camp, 5-8 year olds, Canterbury School - Summer 2002, Atlanta, GA
Long-term Substitute Teacher- 3rd grade, Spring 2002, Forsyth County Public Schools
Long-term Substitute Teacher- K-8th, Fall 1999 - Spring 2001, BPS, Fort Lauderdale, FL
5th Grade Teacher- Fall 1997 - Spring 1999, Orange County Public Schools, Orlando, FL

Work Experience - Business:

Payco American Corporation, Maitland, FL

Marketing Secretary, 1993-1994

- *Assisted with Training and Development for new hire employees
- *Responsible for all incoming/outgoing Marketing correspondence
- *Implemented upgraded filing systems to enhance departmental productivity
- *Gathered statistics, developed computerized graphic displays on sales
- *Assisted Accounting department with book keeping functions
- *Demonstrated excellent inside sales service assistance/client relations

Barry Rubenstein, D.D.S., P.A., Orlando, FL

Office Manager/Insurance Coordinator, 1991-1993

- *Supervised the activities of six employees
- *Responsible for all word processing, preparation of bi-weekly Day Sheet
- *Input all contracts into computer & prepared consultations
- *Discussed fees and treatment plans with patients
- *Filed all insurance claims
- *Corresponded all Workman's Compensations with insurance providers/attorneys
- *Maintained patient account information
- *Forwarded past due accounts to supporting collection agency

Northwestern Mutual Life Insurance, Lawton, OK

Office Manager, 1990-1991

- *Performed duties as office manager to include initial set-up of new office space
- *Performed extensive policy owner services
- *Prepared various office correspondence
- *Processed client insurance proposals, compute rates, retrieve policy benefits

Additional Information: References available upon request.