

# Ms. Marci Balistrieri

PA Certified  
Early Education PreK-4  
&  
Special Education PreK-8



## EDUCATION

Indiana University of Pennsylvania  
Indiana, PA 15705  
Bachelors of Science in Special Education  
and Early Elementary Education  
GPA 3.81 • Deans list • December 2014

## SKILLS

- 🍏 Type 60 words per minute
- 🍏 Proficient in Mac OSX
- 🍏 Skilled in Microsoft Word, Publisher, Excel, and PowerPoint.
- 🍏 Dexterous with Xerox, HP and Cannon Copiers

## WORK EXPERIENCE

Staples Office Supply Store  
Copy Center Associate  
6375 Penn Ave Suite B, Pittsburgh, PA 15206  
December 2006-Current

- 🍏 Cash handling, providing excellent customer service, restocking and blocking shelves, cleaning Copy Center area, taking down customer orders and fulfilling them, copying, laminating, folding, stamp making, packing and shipping items via UPS, maintains supplies and many other duties.
- 🍏 After working five years in the Copy and Print Center I was promoted in December 2013. I gained the new responsibility as Store Supervisor and to assisting the new Copy and Print Center Supervisor with any daily tasks.

## CONTACT

(412) 818-1414  
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243 Orville Way • Pittsburgh, PA 15224

## RELATED EXPERIENCE

Student Teacher  
August 2014 - December 2014

- 🍏 Arlington  
2500 Jonquil Way  
Pittsburgh, PA 15210  
🍏 Taught side by side with a Special Education teacher in a Life Skills classroom for seven weeks. Taught daily math lessons and several different reading levels in small groups.
- 🍏 Allegheny  
810 Arch Street  
Pittsburgh, PA 15212  
🍏 Taught all morning routines, phonics, writing, reading comprehension and created small reading centers in a kindergarten classroom with twenty-five students for eight weeks.