

MARIA VICTORIA DIVELY

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OBJECTIVE:

I am a native, Spanish speaking Bilingual Teacher from Bogota, Colombia and a USA citizen of 17 years, with 8 years of teaching experience, with five of those years teaching Spanish at all grade levels, is seeking full time employment as a Spanish teacher in a school district that maintains high educational standards, who appreciates the Spanish language, and provides their students with opportunities for personal growth. I am confident that my strong organizational skills, thorough educational background, and ability to work well and communicate effectively with children of all ages, parents, colleagues, and supervisors would be a valuable addition for your school district.

SKILLS:

- Bilingual speaker in education, business and communities at large. Skills to proficiently read, write and communicate in English and Spanish
- Strong communication skills and a devotion to diversity
- Methodical, patient and devoted to subjects that enhance the students' cultural understanding of Spanish-speaking countries, making positive connections between local communities in U.S. regions and those of Spanish-speaking countries, introducing them to new cultures and developing bilingual communication skills that are in demand
- Prepared to teach Spanish grammar rules, spelling and diction, word pronunciation, sentence structure, punctuation, reading, and essay writing
- Spanish teacher with outstanding bilingual vocabularies, with a firm grasp of correct word pronunciation and spelling and the ability to effortlessly break words down phonetically. Spanish teacher who is sensitive to the needs of a diverse range of students with bilingual speaking skills
- Comfortable explaining differences in gender nouns, subject/verb agreement, and use of accent symbols
- Able to teach critical thinking while advancing students' bilingual verbal and written communication skills

- Experience and knowledge about teaching effectively to suit various learning styles
- Relaxed speaking in front of large groups in English and Spanish
- Able to inspire students to converse in Spanish
- Experience in working with both students and parents
- Grounded in grade-level expectations and progress indicators to keep students working toward fluency
- Translator/Interpreter in local hospitals
- Technology knowledge
- Translated 36 brochures into Spanish for Camtran (Cambria County Transit Authority) of Johnstown, PA
- Basic intermediate language French, Italian and Portuguese

TEACHING EXPERIENCE:

SPANISH TEACHER • TUSSEY MOUNTAIN HIGH SCHOOL SAXTON, PA

JAN 2016 – JUNE 2,2017

- Beginners (8th Grade), I (9th Grade), II (10th Grade), III (11th Grade) & IV (12th Grade)
- Teach Spanish language and cultural classes to a diverse array of students of varying ages and abilities
- Plan and organize hands-on activities that encourage active student participation, involvement, and team work
- Assigned and graded class work and homework
- Plan and prepare lesson plans, organize for instruction and implement testing
- Prepare semester ending report cards
- Implemented a variety of teaching tools to accommodate all learning styles
- Monitor and evaluate student progress and potential
- Classroom management and organization
- Maintain an orderly, peaceful, and positive learning environment, applying disciplinary measures when necessary

- Incorporating cultural and historical components into the curriculum to diversify and expand learning material

- Fostered a positive and safe learning atmosphere

- Adviser for Spanish Club

- Adult monitor for Bible study class

SPANISH I TEACHER • ALTOONA AREA JUNIOR HIGH SCHOOL

ALTOONA, PA

NOV 2015 – JAN 2016

- Devised & implemented the required weekly lesson plans and testing

- Planned and conducted activities for a balanced program of instruction, demonstration and work time that provided students with opportunities to observe, question and investigate

- Assigned and graded class work and homework

- Prepared reports on students and activities

- Performed other duties such as assisting in school libraries, hall and cafeteria monitoring

SPANISH TEACHER • BISHOP GUILFOYLE CATHOLIC HIGH SCHOOL

ALTOONA, PA

AUG 2012 – SEPT 2015

- Devised and implemented the required weekly lesson plan and implemented testing

- Assigned and graded class work and homework

- Planned and conducted activities for a balanced program of demonstration and work time that provided students with opportunities to observe, question and investigate

- Prepared students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks

- Prepared objectives and outlines for course of study, following curriculum guidelines or requirements of states and schools

- Met with parents and guardians to discuss their children's progress and determine properties for their children and their resource needs

- Conferred with other staff members to plan and schedule lessons promoting learning, following approved curricula and prepare reports on students and activities

- Attended professional meetings, educational conferences and teacher training workshops to maintain and improve professional competence

- Administered standardized ability and achievement tests and interpret results to determine students' strengths and areas of need
- Performed administrative duties such as assisting in school libraries, hall and cafeteria monitoring
- Fostered a positive and safe learning atmosphere
- Prepared semester ending report cards
- Adviser for Spanish Club

SUBSTITUTE TEACHER • ALTOONA AND BEDFORD AREAS SCHOOL DISTRICTS AND IU8
BLAIR AND BEDFORD COUNTIES, PA
AUG 2009 – JUN 2012

- Adapted quickly and enforced rules for behavior and procedures for maintaining order among the students
- Adapted teaching methods and instructional materials to meet students' varying needs and interests
- Followed teachers plans or prepared own materials for class activities
- Performed administrative duties such as assisting in school libraries, hall and cafeteria monitoring

THERAPEUTIC SUPPORT SPECIALIST • CHILDREN'S BEHAVIORAL HEALTH INC.
JOHNSTOWN, PA
AUG 2011 – MAY 2012

- Established and enforced good behaviors in the classrooms
- Instructed special skills to work with autistic children

OTHER WORK EXPERIENCE:

TRANSLATOR SPANISH – ENGLISH – SPANISH ● FROSTY HOLLOW FARMS
ROARING SPRING, PA
MAR 2000 – AUG 2012

ACCOUNT EXECUTIVE ● FEDERAL EXPRESS CORPORATION, BOGOTÁ,
COLOMBIA
JAN 1995 – NOV 1999

EDUCATION:

BACHELOR of SCIENCE DEGREE in SECONDARY EDUCATION ● SAINT FRANCIS UNIVERSITY, LORETTO, PA

- Credits Earned:51 with GPA of 3.389 Bachelor of Science Degree in Secondary Education 7-12 with a concentration in Spanish
- MAJOR: Secondary Education 7-12 with a concentration in Spanish
- MINOR: Education Certification in the teaching of Spanish by April 26 2017 from the Pennsylvania Department of Education
- Successfully passed the Spanish World Language PA Praxis Test with score of 181
- 4 Classes short of obtaining my Master's Degree of Education

BACHELOR'S DEGREE ● EXTERNADO DE COLOMBIA UNIVERSITY, BOGOTÁ, SOUTH AMERICA

- MAJOR: Business Administration

PERSONAL:

- Married to a school bus driver and mother of 3,aged 16,14 and 12 years of age.All are bilingual
- Enjoy spending time with the family,attending church and going to the gym