

Erika Julieta Alvarez

62 Fawn Ave. New Oxford, PA 17350

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717-698-9429

OBJECTIVE

To obtain a position as an **elementary teacher**, in a setting requiring a resourceful team player with a positive and effective teaching style, and the willingness and ability to provide leadership in extracurricular activities.

EDUCATION

Bachelor of Science in Education, May 2010

Major: Elementary Education K-6

Minor: Early Childhood Education N-3

GPA: 3.513

Shippensburg University, Shippensburg, PA 17257

Accredited by the National Council for the Accreditation of Teacher Education (NCATE)

WORK EXPERIENCE

**YWCA Hanover, Hispanic American Center, 21st Century Community Learning Center
The COSMIC Afterschool and Summer Program, September 2010-Present**

*** Academic Program Supervisor, May 2012-Present**

- Hire, train, supervise and evaluate program academic teachers, in conjunction with Program Director for afterschool and summer programming.
- Manage day to day operations within program, including responsibility of recruiting a minimum of 60 students, student and staff attendance, scheduling, lesson plans, staff supervision, training and program evaluation.
- Develop, update, and/or revise program curricula and extracurricular activities; includes teaching and evaluating lesson plans.
- Collect and record program evaluation for both parents and students (pre/posttests, report cards, etc.).

*** Academic Instructor – September 2010 – May 2012**

- Develop and deliver individual, small group and large group age/grade appropriate academic lesson plans for students in afterschool program.
- Provide individual and group social education, physical fitness, bullying prevention, coping skills, organizational and study skills as part of the afterschool program as needed.
- Keep a daily running record of student response and progress. Complete case note records on a monthly basis.
- Maintain communication with student classroom teacher and parents, to assess performance and revise/adapt lessons to particular areas of struggle.

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WORK EXPERIENCE CONTINUED

Wal-Mart Supercenter Store #1823, Hanover, PA 17331, May 2005-July 2014

*** Customer Service Manager, June 2010-July 2014**

- Train, coach and manage all cashiers in all front-end policies and procedures, including new cashiers and cross trainings of other associates; conduct monthly customer service audits.
- Expedite front lines, direct flow of customers, and ensure that each customer receives outstanding customer service by providing a friendly environment.
- Authorize and ensure validity of customer returns, exchanges, check authorization, voids and discretion accounts
- Assist in problem solving issues that affect service, efficiency, and productivity of front end.

*** Front End Cashier May 2005-June 2010**

- Provide customers with fast and friendly check-out services.
- Assist facility in preventing shrink and theft, by thoroughly scanning all items placed on belt as well as checking inside shopping carts.
- Maintain organized, clean register area and checkout lanes.

Chambersburg Area School District (2010), Spring Grove Area School District (2010-2012), Littlestown Area School District (2010), Conewago Valley School District (2010)

Substitute Teacher, September 2010-March 2012

- Follow all functions of school day teacher
- Follow classroom teacher plans
- Provide teacher with detailed summary/report of day

Lurgan Elementary School, Lurgan, PA 17232

Student Teacher, February-May 2009 and January-May 2010

Grade 3, Mrs. Heather Brown – Cooperating Teacher

- Developed and executed small and large group lessons in English Language Arts, Social Studies, Reading, Writing, Mathematics.
- Assisted in Guided Reading Groups
- Implemented technology in the classroom using laptops, overhead projector, and symposium cart.
- Attended Curriculum workshop for new English Language Arts curriculum in district
- Assisted with PSSA testing

SPECIAL SKILLS

Bilingual in English and Spanish

Proficient in using Google Documents, Microsoft Word, Excel and Power-Point

REFERENCES

See attached form

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References

Mirna Wildasin

Program Director

YWCA-Hispanic American Center of Hanover

23 W. Chestnut St. Hanover, PA 17331

717-637-2125 ext. 229 or 717-688-4200

mwildasin@hispaniccenterhanover.com

Theresa Gregg

Head Customer Service Supervisor

Wal-Mart Supercenter, Store #1823

495 Eisenhower Drive Hanover, PA 17331

717-632-8444 ext. 555

Heather Brown

Third Grade Teacher

Lurgan Elementary School

8888 Roxbury Rd., Lurgan, PA 17232

717-532-6125