

Naomi Acevedo-Nazario

OBJECTIVE

To obtain a job in education field where my skills and abilities can improve the performance of the workplace, and also contribute my knowledge to the company and receive from this place new professional and personal experiences. I am engaged with the education and want it's best for the students.

EDUCATION

August 2009 – Present *Interamerican University of Puerto Rico* *San Germán, PR*

- *Doctorate* in progress *Educational Management and Leadership*.
- 51 doctorate credits approved and will be begin Doctoral Dissertation on August 2014.
- 6 doctorate credits approved to finishing a *Minor in Curriculum and Teaching*.

August 2005 – December 2008 *Metropolitan University* *Aguadilla, PR*

- *Master's in Education* with specialism in *Curriculum and Teaching*.
- Graduation Date: June 2009 with a **GPA of 3.92**.

August 1999 – May 2004 *University of Puerto Rico, Mayagüez Campus* *Mayagüez, PR*

- Received my *Business Bachelor's Degree*, majoring in *Office Administration*.
- Obtaining my certification as a *Middle/High School Teacher in Business Education* offered by the Department of Education within the University.
- Approved the test required for the Department of Education (PCMAS, in Spanish), offered in March 2003.
- Executed the Teaching Internship with a grade of A: 98/100.
- **GPA: 3.15**
- **Cum Laude Medal**

WORK EXPERIENCE

March 2015-Present *Tacony Academy Charter School* *Philadelphia, PA*
Spanish Teacher

- Taught students in the Spanish 2, Spanish 3: Heritage and Current Events (Elective). Grades 9-12. Prepare courses, bring all materials to class, make presentations, homework, projects, etc. Prepare lesson plans one week earlier and be responsible for the stuff in the classroom, including books, technological equipment, etc. Observe the student's conduct and make referrals to counselor and help other teachers to the student's behavior.

February 2015-March 2015 *Nueva Esperanza Academy Charter School* *Philadelphia, PA*

Long-Term Spanish Substitute

- Taught students in the Spanish 2 (11th and 12th) and Nativos 1 (10th). Prepare courses, bring all materials to class, make presentations, homework, projects, etc. Prepare lesson plans one week earlier and be responsible for the stuff in the classroom, including books, technological equipment, etc. Observe the student's conduct and make referrals to counselor and help other teachers to the student's behavior.

September 2011 – February 2015 *General Court of Justice-Aguadilla Branch* *Aguadilla, PR*

Assistant Secretary of the Court I/ System Office Technician II

- Regional Secretary Office, where I offer support to administrative work of the Secretary,

carry out the Summary of Duty monthly, do a report of calls and faxes sent, funnel the mail for the Regional Secretary, allocation of lawyers, keep an inventory of materials in the office, maintain the confidentiality of the information, request temporary posts, send records and documents to other courts, as requested, among other things.

- Filing/Presentation Area. Enter motions into system, locate the corresponding room, serve the public and guide them properly to solve their problems, respond to telephone calls, and instance data entry to the TRIB and SIAT systems.
- Work with Preliminary Views, Detention Orders, Serious and Less Serious affairs (Criminal cases), Family and Civilian cases (Alimony, Divorces, Custody, Child's Abuse), make a list of motions and deliver them to the corresponding section, list of correspondence about values, and deliver them to the Accounts unit, among other things.

January 2011-August 2011

Banking and Commerce Institute

Moca, PR

Professor

- Record keeping of student's attendance to class and refer the students who had personal, economic, and academic situations immediately.
- Prepare the class material in advance, keeping a full environment of trust and respect.
- Courses in Medical Secretary Program: Procedures in the Medical Office, Spanish, Word Processing, Clinic Basics, Computerized Keyboard Managements I, Microsoft Excel and Coding of Diagnostic and Procedures with the ICD-9 and CPT.

May 2011

Rocket Teacher Training

Puerto Rico

Trainer

- Offer training to teachers of Public Schools of the Education Department.
 - *Workshops of Effective planning based on results, Evaluation Standards, Less is More, and Developing efficient readers and writers.*

November 2010 – February 2011

Universal Training Institute

Mayagüez, PR

Billing of Medical Plans Professor

- Offer the basic course to Medical Billing Plans.
- Include Medical Book, Keeping and the likes, electronic record, doctor's appointment coordination, abbreviations and medical terminology, information and practice of ICD-9 and CPT, HCFA 1500, identification of different health care plan cards, HIPAA and other Laws, basic process of audit, electronic billing using Inmediata program, new developments and process in the medical billing area, among other things.

January 2010 – December 2010

EDUTEC Educational Technical College

San Sebastián, PR

Night Coordinator

- Keep a record of students' attendance.
- Monitoring of attendance and punctuality of professors.
- Tend to students and professors' plight.
- Meet visitors who were interested in information about the institution or another matter related.
- Make certain the laboratories, offices and classrooms were closed at the end of night school.
- Collaborate in the coordination of special events regarding the students and professors.
- Respond to the Campus Director any irregularity or unusual situation, implying danger.

- Follow the student and teachers' attendance, referring the student with problems to the Counselor or Campus Director to work with that situation.
- Inform Campus Director of any situation in the docent area.
- Work with the Student Satisfaction and do questionnaires for that, tabulate, and analyzing those using charts in Microsoft Excel Program.
- Work with Courses Evaluation and Teachers Evaluations, making questionnaires and interviews, tabulate, and analyzing those using charts in Microsoft Excel Program.
- Making courses itineraries for new programs for students and teachers in the night shift.
- Received monthly payments from students while working at night.
- Making daily census of student attendance and mail it to Executive Director of EDUTEC.
- Any other job or duty, if requested by Executive Director or Campus Director.

September 2009 – December 2010 EDUTEC Educational Technical College San Sebastián, PR
Professor

- Keep a record of students' attendance and making referrals to Counselor if students have personal, economic or academic problems.
- Prepare the material to be discussed in advance, maintaining an environment of trust and respect in the classroom.
- Coordination with the Librarian, in writing, editing and publishing the monthly newsletter.
- Practice Monitoring Extramural Program students EPI (Information Processing Specialist).
- EPI Program Courses: Medical Office Administration, Legal Office Administration, Business Development, Electronic Spreadsheet, Word Processing in Spanish and English, Document Management and Databases, Electronic Presentations, Internet and its applications Commercial Administration Bureau.

June 2009- July 2009 Ponce Paramedical College Mayagüez, PR
Substitute Professor

- Keep a record of students' attendance and making referrals to Counselor if students have personal, economic or academic problems.
- Prepare the material to be discussed in advance, maintaining an environment of trust and respect in the classroom.
- Program Courses of Medical Billing and Audit:
- Billing Medical Plan II (using the Medic-Max program), Health Plans Audit and computer course, known as Computer Applications (basic course including the Computer History, Microsoft Word, Excel, Power Point and Internet).

March 2009 – May 2009 Vocational High School Juan Suárez Pelegrina, San Antonio, PR
Teacher of Commercial Education-Secretarial

- Provide courses like Data Register, Document Management, Techniques trip coordinator and Coordinator Teacher of Occupational Boarding (Secretarial Internship).
- Keep a record of students' attendance and making referrals to Counselor, assign grades correcting works, participate in the activities of FLCA club (Future Leaders of Commerce in America), and passing assistance and grades to SIE program, among other things.

August 2007-July 2008

Ponce Paramedical College

Mayagüez, PR

Professor

- Keep a record of students' attendance and making referrals to Counselor if students have personal, economic or academic problems.
- Prepare the material to be discussed in advance, maintaining an environment of trust and respect in the classroom.
- Program Courses of Medical Billing and Audit:
- Health Plans and Audit and computer course, known as Computer Applications (basic course including the Computer History, Microsoft Word, Excel, Power Point and Internet), Marketing Development, Elementary and Intermediate Keyboarding, ICD-9 and CPT Codes, Medical Billing I and II (using Medic-Max Program).

October 2004-December 2007

Universal Technology College of PR,

Aguadilla, PR

Professor

- Keep a record of students' attendance and making referrals to Counselor if students have personal, economic or academic problems.
- Prepare the material to be discussed in advance, maintaining an environment of trust and respect in the classroom.
- Medical Clerk Courses: Elementary, Intermediate and Advanced Keyboarding, Word Processing, Human Relations, Secretarial Procedures and Techniques, Filing System, Medical Record Techniques, among others.
- Computer course, known as Computer Applications (basic course including the Computer History, Microsoft Word, Excel, Power Point and Internet).

August 2006– December 2006

Interamerican University of PR

Aguadilla, PR

Night Professor

- Basic Spanish Professor for Technical Certificate Program.
- Teaching basic Spanish skills to students with AutoCad Draftsman course.

February 2006– October 2006

Job Corps,

Aguadilla, PR

Vocational Teacher-Medical Secretary

- Teaching basic skills in a Medical Secretary/Receptionist.
- Maintain an environment of respect in the classroom.
- Teaching Business English, Spanish and Mathematics.
- Explain the handling of confidential patient records.
- Explain the terms and abbreviations related to medical secretarial field.
- Explain the basic procedures for Medical Billing: including ICD-9, CPT-4, HCFA-1500, etc.
- Work individually with each student.
- Other teaching and administrative duties, as they were required.

SKILLS

Continuous learning and diversity of tasks, skills and abilities.

Extensive knowledge in Management and Educational Leadership and in Curriculum and Teaching. Excellent human relations, organization, responsibility, punctuality, ability to work under pressure, ability to perform multiple tasks simultaneously.

Skills in decision-making and continuous learning.

Skills as “Team Player” and “Team Leader”.

Basic and advanced shorthand in Spanish and English.

Basic and advanced knowledge in Medical Billing: Introduction, Billing Medical Plans, Laws (HIPAA, OSHA), Audit, etc.

Moderate knowledge in legal field.

Advanced knowledge of computers and software: Microsoft Word, Excel, Power Point, Access, Publisher, Acrobat, Print Artist, Internet usage, etc.

Ability and skills of supervision and administrative work.

TRAININGS

-Word 2010, Office Training and Development (Court Administration), 2012

-Convention of Education 2011, Eduk Group

-Motivation in the Classroom, Bank and Commerce Institute, Mayagüez

-Coaching in schools: Creating a change transformation, Annual Convention 2011

-The Teacher-Student interaction, EDUTEC, San Sebastián

-Retention in the Classroom, EDUTEC, Bayamón

-Discussion: Ana Helvia Quintero: Many Reforms, little changes: Towards other educational metaphors, Interamerican University of PR, San Germán Campus

-Assessment Strategies in the Classroom, EDUTEC, San Sebastián

-Induction Process: Process Guidance Teachers, Teaching and Learning Methods and Assessment, EDUTEC, San Sebastián

-Preparing for the teaching-learning process, EDUTEC, Bayamón

-HIPAA Law, from AFAMEP in POPAC

-Esteem Development in the School Environment, VLZ Educational Group Inc, Unitec

-Evaluation and Assessment, UNITEC, Aguadilla

-How to identify and assist victims of domestic violence, Vetelba, Moca

-Teaching and Evaluation Techniques, Vetelba, Moca

-Design and Technical Publications, University of Puerto Rico, Mayagüez Campus

LICENSES

Teacher License Department of Education - *Business Education – Office Systems*
Valid until February 2017 #967591

Teacher License Department of Education - *Academic Curriculum Specialist*
Valid Until April 2015 #948380

REFERENCES

-Mrs. Zoraida Feliciano (Co-Worker)

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-Mrs. Lucy Santiago (Personal known since 1997)

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