

Christina S. Payton

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Experienced Teacher, Testing Specialist, and Legal Translator

Over four years of testing and management experience, proven ability to administer exams proficiently and accurately, detail oriented, remarkable problem solving and troubleshooting expertise, exceptional customer service and professionalism when dealing with students and their families.

PROFESSIONAL EXPERIENCE

Sacred Heart Grade School	Camden, NJ	Sept 2012-Present
5th Grade Teacher		

- Create and implement engaging lessons
- Instruct Science, Math, Language Arts, Religion, and Social Studies
- Manage behavior
- Assess and monitor student progress
- Differentiate lessons according to ability level
- Participate in development meetings
- Serve on middle states advisory committee

Source for Teacher

Substitute Teacher

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| • Instructed various classes in the absence of the classroom teacher | Cherry Hill, NJ | Nov 2011- June 2012 |
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Immigration Law Options

Ambler, PA

Aug 2010 –Oct 2011

Freelance Legal Translator and Interpreter – Immigration Services

- Translated and interpreted various legal immigration documents and forms - including affidavits, immigration paperwork, birth certificates, and passports from Spanish to English
- Systematized and updated tax documents into a streamlined filing system
- Accompanied attorney for translation at court hearings and police interrogations

Montgomery County Community College

Blue Bell, PA

Jun 2008 – Oct 2011

Testing Specialist – Testing and Assessment Center

- Proctored and administered written and computerized exams, final and midterm exams for distance courses, makeup exams, Accuplacer placement and ESL exams, nursing exams, and CLEP exams
- Administered and graded multiple placement exams and course exams daily with accuracy and precision
- Updated student records and test score data entry
- Evaluated transcripts for course and placement testing exemptions
- Proctored exams for the disability center giving any necessary provisions in accordance to the ADA act
- Created and assigned seating charts ensuring the integrity of the exam
- Maintained the daily operations of the testing center both unaccompanied and as part of a team
- Maintained security of tests and sensitive testing and personal information in accordance to Family Educational Rights and Privacy Act (FERPA) regulations
- Supervised students during exams and secured all testing materials before and after administration
- Delivered outstanding customer service to all who entered the testing center

EDUCATION

Delaware Valley College

Teaching Certification Intern Program

Doylestown, PA

Jun 2011

- 4.0 GPA

Lincoln University

Bachelor of Arts in Spanish Foreign Language, Minor in English

Oxford, PA

Dec 2008

SKILLS

- Exceptional communication skills
- Computer savvy
- Experience in writing and delivering presentations