

# **Kimberly Roman**

Seeking to leverage exceptional organizational skills, strong communication abilities, and a proactive approach to streamline operations and enhance efficiency in a dynamic corporate environment. Dedicated to anticipating needs, managing priorities, and ensuring seamless coordination to facilitate the success of executive leadership and contribute to the overall success of the organization..

## **PROFILE**

Experienced educator transitioning to a role as an Executive Assistant, bringing a wealth of transferable skills and a commitment to excellence. Known for exceptional organization, communication, and problem-solving abilities cultivated in the classroom. Proficient in managing diverse tasks, prioritizing responsibilities, and maintaining confidentiality. A proactive team player with a positive attitude and a dedication to supporting executive leadership in achieving their goals. Eager to leverage my background in education to provide comprehensive administrative support and contribute to the success of an organization in a dynamic corporate setting.

## **EXPERIENCE**

### SPECIAL EDUCATION TEACHER

West Orange Board of Education, West Orange, NJ | 2022 – Present

- Maintained confidentiality of student information and processed daily student behavior data.
- Utilized effective classroom management strategies to create a positive and productive learning environment.
- Collaborated with colleagues, parents, and administrators to support student success and achievement.
- Employed technology tools and resources to enhance teaching and learning experiences and streamline data collection.
- Developed and implemented engaging lesson plans within the curriculum to meet diverse learning needs and objectives.

### KINDERGARTEN TEACHER

Paterson Public Schools, Paterson, NJ | 2016 – January 2022

- Developed and implemented engaging lesson plans within the curriculum to meet diverse learning needs and objectives.
- Scheduled meetings with parents to discuss student progress.
- Collaborated with colleagues, parents, and administrators to support student success and achievement.
- Employed technology tools and resources to streamline data collection.
- Served as Kindergarten Grade Level Chairperson and mentored new teachers.
- Led professional development sessions on educational technology and literacy programs.

## **ADMINISTRATIVE EXPERIENCE**

### ADMINISTRATIVE ASSISTANT AND DRUM MAJOR

Hawthorne Caballeros, NJ | 2016 – Present

- Organized and scheduled meetings, maintaining efficient communication channels.
- Provided general support to visitors and acted as a point of contact for internal and external clients.
- Oversee daily operations and mitigate risks in a timely manner.

### TOUR MANAGER

Raiders Drum and Bugle Corps, NJ | 2012-2015

- Organized and scheduled meetings, maintaining efficient communication channels.
- Provided general support to visitors and acted as a point of contact for internal and external clients.
- Oversaw logistics for events, including scheduling and coordination.
- Oversee daily operations and mitigate risks in a timely manner.

## **EDUCATION**

IPA Career College- Event Planning Certificate

William Paterson University, Wayne, New Jersey- Teacher of Students With Disabilities Endorsement

The College of New Jersey, Ewing, New Jersey- Bachelors of Science (Early Childhood Education/Music)

## **SKILLS**

Problem Solving, Communication, Collaboration, Team Leadership, Organization, Detail Oriented, Presentation, Self Motivated, Adaptable, Customer Service, Event Planning