

# Mariana Hodniki Davie

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## Education

### **UNIVERSITY ESTADUAL PAULISTA (UNESP)| BRAZIL |2010 - 2015**

- Licentiate Degree: Portuguese Language/ Italian Language and Literature

### **WERACE | CONNECTICUT | 2016-2018**

- Western Connecticut Regional Adult and Continuing Education: English as Second Language

### **PURCHASE COLLEGE | NEW YORK | 2017**

- Continuing Education: Career Management (15 Sessions)
- Continuing Education: Exploration American Life and Language (weekend)

### **PURCHASE COLLEGE | NEW YORK | 2018**

- Continuing Education: Social Media: Societal Explosion or Erosion (13 sessions)
- Continuing Education: Business English: Sales Pitch Perfect (13 sessions)

## Experience

### **SPECIAL NEEDS PARAPROFESSIONAL | DPSK12 (Denver Public Schools) | MARCH, 2019 - CURRENTLY**

- Assisted the certified teacher with instructing and supervising children in classroom activities, especially students identified as moderate to severely disabled
- Worked with individual children or small groups of children to reinforce skills initially introduced by the certified teacher
- Continuously monitored children to ensure safety at all times.
- Assisted the certified teacher in devising and implementing special strategies for reinforcing skills based on the special needs and abilities of each child.
- Performed Administrative and documentation duties as listed in daily schedule.

### **SPECIAL NEEDS COACH | GARDEN OF YOUTH | DPSK12| SUMMER POSITION 2019**

- Provided work experience and extended job skills by training students with disabilities to prepare them for future employment through growing and selling organic produce.
- Reinforce the importance of professional skills such as punctuality, accountability, and adaptability.

- Helped children develop communication and teamwork skills
- Promoted self-awareness and decision making skills through performance of gardening
- Practiced Sales and Customer Service

**AU PAIR | AUPAIR CARE| CONNECTICUT - JUNE, 2016 - DECEMBER, 2018**

- Participated in a multicultural exchange program in order to broaden my cultural diversity
- Provided support and professional care for a teenager with Down Syndrome
- Assisted the teenager to develop fundamental learning, coping, and hygiene skills
- Assisted with homework after school
- Adapted care responsibilities according to the family's preferences
- Coordinated the logistics and planning of the daily and monthly activities

**HOSTESS | ART MANSION - EVENTS | CONNECTICUT | DECEMBER, 2017 - DECEMBER, 2018**

- Greeted income guests and escorted them to assigned dining area
- Answered incoming calls and provide the appropriate services
- Maintained a safe and clean working environment by setting and cleaning tables
- Tended to special guest needs and requests

**SPECIAL EDUCATION TEACHER | COLÉGIO INTEGRAÇÃO | BRAZIL | JANUARY, 2011- DECEMBER, 2015**

- Managed a class of 10 students
- TEACCH Program (physical boundaries, visual schedule, promoting independence, consistent routine)
- Planned activities that stimulate growth in language, social, and motor skills
- Communicated with parents on a regular basis

**SPECIAL EDUCATION ASSISTANT | COLÉGIO VIVER E APRENDER |BRAZIL| MARCH, 2014 - DECEMBER, 2015**

- Provided support to special education teachers managing a class of 4 students
- TEACCH Program (physical boundaries, visual schedule, promoting independence, consistent routine)
- Supported instructional activities
- Assisted special-needs students with classroom learning, task execution and language expansion

**INTERNSHIP COLLEGE PROGRAM | UNESP | BRAZIL| MARCH 2012 - DECEMBER, 2013**

- Interviewed former teachers, former students and former employees
- Transcribed 40 interviews

- Researched official documents and historic photographs
- Supported to redact and to edit an historic book - "A Mais Nebulosa História - FAFI/IBILCE"
- Performed data entry

**RECEPTIONIST | SEBRAE | BRAZIL | DECEMBER, 2009 – NOVEMBER, 2011**

- Administrative Support
- Customer Service
- Delivered Mail
- Forwarded phone calls
- Registered visitors
- Performed data entry

**Skills & Abilities**

- Bilingual; Fluent: Portuguese and English
- Proficient in MS Office Suite
- Special Needs Education
- Knowledge in TEACCH
- Hospitality/Customer Service
- Planning/ Event Planning
- Data Entry