

Mariana Hodniki Davie

Denver, CO 80246 | [203-240-4361](tel:203-240-4361) | marianahodniki1991@gmail.com

Education

UNESP - UNIVERSITY ESTADUAL PAULISTA | 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 class)

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| 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.
- Administrative and documentation duties included in daily schedule.

SPECIAL NEEDS COACH | GARDEN OF YOUTH | DPSK12| SUMMER POSITION

- Provided work experience and extended job skills by training students with disabilities to prepare them for future employment through growing and selling organic produce.
- Readiness Training
- Developed communication and teamwork skills
- Learned organic gardening practices

- Practiced Sales and Customer Service

AU PAIR | AUPAIR CARE| 2 YEARS

- Provide support and professional care for a Down Syndrome teenager
- Assist the teenager to develop fundamental learning, coping, and hygiene skills
- Assist with homework after school
- Perform care responsibilities according to the family's rules
- Coordinate the logistics and planning of the daily and monthly activities
- Participate in a multicultural exchange program in order to broaden my cultural diversity

HOSTESS | ART MANSION - EVENTS | CONNECTICUT | 1 YEAR

- Greet incoming and departing guests warmly with a genuine smile and eye contact; escort them to assigned dining area; present menus; announce waiter's name
- Answer incoming calls and provide appropriate service
- Help dining room staff by setting and clearing tables; replenishing water; serving beverages
- Tend to special guest needs and requests

SPECIAL EDUCATION TEACHER | COLÉGIO INTEGRAÇÃO | BRAZIL | 4 YEARS

- Responsible for managing 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
- Communicate with parents on a regular basis

SPECIAL EDUCATION ASSISTANT | COLÉGIO VIVER E APRENDER |BRAZIL| 1 YEAR

- 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| 1 YEAR

- 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"

RECEPTIONIST | SEBRAE | BRAZIL| 1 YEAR

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

Skills & Abilities

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