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Qualifications Summary

Professional experience in educational settings with over 8 years experience in literacy instruction in Spanish and English. Experiences include working with diverse populations, including elementary (K-6) and special education and developmentally disabled adults, across multi-subject curriculum with a focus on literacy development.

Experience Highlights

Teacher

- Provided instruction in Spanish and English ELLs across content areas.
- Expanded on the learning outcomes in the Common Core Standards, to create instruction for learning groups.
- Used whole class instruction, peer groups and one-on-one approaches to facilitate student understanding of literacy skills (i.e. main idea, inference, text features).
- Created a vertical and horizontal science curriculum aligned to the common core and dual language standards.
- Identified areas with instructional weaknesses and modified methods, procedures, and instruction using research proven methods.
- Created weekly lesson plan reports that addressed curricular focus, students needs, and presentation using Microsoft Word, Powerpoint and SmartBoard Software.
- Worked with reading specialists from Columbia University Teachers College Reading and Writing model to develop reading and writing skills.
- Prepared staff reports and delivered briefings to the Administration with a focus on curriculum weaknesses, changes to science programs and report card progress.
- Developed reading skills across content areas through literacy investigations in science and social studies.
- Trained soldiers in field and classroom conditions on basic soldiering skills.
- Presentations to Spanish speaking audiences of up to 25 people, using audio/visual and statistical software. Topic: Financial Management.

Customer Service

- At present, advise bereaved families and funeral directors about burial rights, policies, and committal services and work to resolve cares and concerns by preparing reports and providing feedback.
- As Sales Associate provided fast, pleasant service by energetically seeking out customers and responded to their inquiries with the goal of assisting them with their home enhancement plans.
- Assisted HR by attending job fairs and speaking at colleges with the goal of recruiting prospective employees.

Administrative Support

- Used multiple databases including Excel, Sharepoint and industry specific databases BOSS and CJA.
- Collected data from a variety of sources, i.e. phone calls, emails, and documents.
- Created simple reports that reflected information related to administrative needs.
- Prepared intake reports and managed Employee database for payroll purposes.
- Collected student data with the goal of measuring progress and guiding instruction.

Employment History

PROGRAM SUPPORT ASSISTANT, Calverton National Cemetery |Sept 2017 - Present

SALES ASSOCIATE, Home Depot | May 2016 - September 2018

PARALEGAL, Reynolds Caronia Gianelli & La Pinta LLC | October 2014 - November 2015

TEACHER, NYC Department of Education | September 2006- September 2014

DEPARTMENT SUPERVISOR, Center for Family Support | 2001-2005

NON-COMMISSIONED OFFICER, US Army | 1996-2004

Freelance Employment

· Equity First | 2015 | · Jim Misiano Esq | 2014|

Education & Training

Cemetery Representative Training | 2018| St. Louis MA

M.S. Education | 2008 |Pace University| NY

NYC Teaching Fellows Program | 2008| NY

B.A. Justice Studies | 2006 | John Jay College CUNY | *magna cum laude*

Primary Leadership Development Course | 1998 | U.S. Army