

BERNARDO BARTOLOMEO

722 Commonwealth Avenue, Boston, MA 02215 | H: (929)353-9516 | bbartolo@bu.edu

SUMMARY

Dedicated mechanical engineering student, member of Baja SAE and Martial Arts clubs at Boston University.

Motivated Volunteer [Type] Teacher knowledgeable about [Area of expertise] and enthusiastic about making positive impact on [Type] students. Encouraging and compassionate professional with friendly and flexible approach. Prepared to apply [Number] years of [Type] experience to new [Type] position. Compassionate Youth Specialist excited to take on new professional challenges and assist [Type] children in improving [Skill], [Skill] and [Skill] abilities. Hardworking and responsible professional adept at crisis response and activity planning.

Goal-driven Training Officer driven to identify and meet diverse training demands with a high-quality and efficient program. Adept at working with leaders and building rapport with workers of all cultures. Ready to leverage [Number] years of experience to take on a challenging position with [Company Name].

Enthusiastic [Area of study] Teacher with earned trust and respect from students, colleagues and administration for over [Number] years.

Primary communications liaison and [Job Title] for corporate-level leadership, external, internal and client-related correspondence. Competent and articulate professional adept in [Software] and [Software] operations and troubleshooting.

Highly enthusiastic [Area of study] Teacher specialized in managing students and maximizing learning opportunities in diverse classroom settings.

SKILLS

C language AutoCAD Office (Excel) SolidWorks Leadership Creo Parametric Team Player	<ul style="list-style-type: none">• Behavioral/cognitive skills development• Regulatory compliance• Team collaboration• Cultural competency• Employee oversight• Reporting requirements• Follow-up• Organization and efficiency• Active participation in [Groups or events]• Database management• Motivating students
<ul style="list-style-type: none">• AutoCAD, Biology, C language, Calculus, English, Leadership, MATLAB, Excel, Office, SolidWorks, Spanish, teacher, Team Player• Employment plan development• Partnership development• Data analysis and reporting• Job fairs• Problem-solving• Excellent classroom management• Innovative lesson planning• Excellent reading comprehension• Recordkeeping	

EXPERIENCE

03/2014 to 05/2014	Assistant teacher Rio de Janeiro, RJ <ul style="list-style-type: none">• Worked as an assistant teacher at an English school for children.• The main responsibilities of the job include making sure the teacher's only
--------------------	--

concern is the lecture.

- Homework correction, bathroom necessities, help with assignments or any other reason a student would need special help was my responsibility.
- During break time I had to make sure that the students were creating a safe and healthy environment so that no one would get hurt.

06/2014 to 08/2016

Academic Tutor

Schoolwires Inc. — State College, PA

- Presented at industry conferences to audiences of [Number]+ students and leaders in the field.
- Performed student background reviews to ascertain learning deficiencies and strengths in order to develop tailored lessons based on student needs.
- Provided feedback on individual actions, behaviors and verbal responses.
- Tracked class attendance and student progress.
- Kept youth safe and secure at facility and in public.
- Designed compelling lesson plans focused on literature and writing learning goals for [Type] level classes.
- Applied progressive teaching principles to a class of [Number] students, improving standardized tests scores by [Number]% in [Timeframe] period.
- Instructed [Type] students on [Type] and [Type] skills.
- Developed and maintained effective frameworks, standards and requirements.
- Developed and implemented skill-building activities focused on [Type] and [Type] abilities.
- Observed and documented behaviors and actions of students.
- Provided academic support in calculus, microbiology and physics.

09/2016 to Current

Teaching Professional

Schoolrunner LLC — Denver, CO

- Tracked class attendance and student progress.
- Created and enforced child-based hands-on curriculum to promote student interest and receptive learning.
- Performed student background reviews to ascertain learning deficiencies and strengths in order to develop tailored lessons based on student needs.
- Compiled and produced documents and reports and filed, copied or faxed required papers to appropriate parties.
- Employed [Type] techniques to encourage student learning and build community within the classroom.
- Taught [Area of study] to diverse class of [Number] students.
- Led groups of youth in discovery exercises and offered personalized support to individuals in need of extra assistance.
- Provided continuous evaluation of program operations as compared with established mission and set parameters.
- Coordinated after school tutoring hours with other teachers to help students in need of extra attention.
- Developed and implemented skill-building activities focused on [Type] and [Type] abilities.
- Developed, administered and graded tests and quizzes in a timely manner.
- Generated funding through [Process], [Process] and [Process].

- Achieved score of [Number]% on state reading test.

EDUCATION AND TRAINING

2019

Bachelor's Degree: Mechanical Engineering, Technology Innovation

Boston University (BU) — Boston, MA, USA

GPA: 3.5, Member of Baja SAE club

Bachelor's Degree: Mechanical Engineering, Toefl

Pontificia Universidade Catolica do Rio de Janeiro (PUC-Rio) - Rio de Janeiro, RJ, Brazil, GPA: 4

High School Diploma

Brookline High School — Brookline, MA, USA

Colégio Santo Agostinho (CSA) - Rio de Janeiro, RJ, Brazil GPA of 7.5 (out of 10)

Junior Year, Calculus Honors Biology Honors U.S. History Honors Spanish, GPA: 3.5

ACCOMPLISHMENTS

- Presentations.
- Created a presentation for a simulation of a competition between the Centro Metropolitano de Diseño de Buenos Aires (INCUBA) and the Instituto Gênesis of Pontifical Catholic University (PUC-Rio) for an investment at Local Development class and was elected the winner, with the INCUBA presentation.
- Research, Design and Manufacture.
- Took part in the sub-team that will develop and implement a new suspension for the 2016/2017 car of the Baja SAE team at Boston University.
- Creo Parametric Software Utilization.
- Produced drawings of magnetic coaster for manufacture for Manufacture and Design class final project.
- Lab x - Fundação Estudar - Volta Redonda, RJ, Brazil Lab x is the leadership formation program developed by Fundação Estudar.
- In it's 16 hours, the program focuses on teaching how to Dream Big, Execute, be a Protagonist and create a Network.

WEBSITES, PORTFOLIOS, PROFILES

- teachingstartup.com
- schoolonline.com
- www.blog.com/vivek.sharma007

ADDITIONAL INFORMATION

Test the school teaching staff in this section and consider your all together with the examples of the department which s fo in

CERTIFICATIONS

- National Board for Professional Teaching Standards, [Discipline]: Certified
- School Administrator/Supervisor (SAS) Certification
- ESL certified
- First aid and CPR certified
- Utah Substitute Teacher Certificate, current
- [Accrediting Agency], [Field of study]: [Degree, Certificate or Designation]

- National Child Care Association: National Administration Credential (NAC)
- Maine Principal Certification, 2006-present
- National Board for Certified Counselors: National Certified School Counselor (NCSC)
- Association for Project Management (APM)
- Chartered Wealth Manager (CWM), certified by the American Academy of Financial Management (AAFM)

MY CUSTOM SECTION

Custom section is to highlight your own skills which aren't going to fit into any of the sections available on the website