

ZaVonnia Fitts

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310.978.7615

Work Experience

Student Teacher and Substitute

J. F. Kennedy High School - La Palma, CA

August 2019 to Present

Planning and implementing engaging CA NGSS science lessons to support all students in developing biology content knowledge while paying special attention to the needs of students that are English language learners and those with IEP's and 504 plans

- Collaborating with a mentor teacher to brainstorm additional methods of support for students' learning and means of developing a well-managed classroom
- Participating in campus and community events to establish relationships with parents, faculty, and administration

Scheduling and Event Coordinator

SactoMoFo, Inc - Sacramento, CA

September 2016 to February 2020

Planning and organizing 200+ events per month with meticulous selection of which vendors to send to each location

- Interacting with clients to obtain details for caterings and other various special events
- Managing caterings from start to finish, including completing and filing paperwork to guarantee written records of contracts and conversations between the company and the clients, and invoicing and processing payments

Scheduling Coordinator

UC Davis Campus Recreation and Unions - Davis, CA

April 2015 to August 2016

- Planning, organizing, and assigning staff work schedules based on upcoming campus events
- Greeting event hosts, and ensuring their satisfaction with their room setup and accommodating any changes they request, while adhering to department expenses and safety policies
- Organizing event areas based on detailed model diagrams for each event's unique setup

Education

Certification in Single Subject Teaching Credential - Science

California State University, Long Beach

December 2019

Bachelor of Science in Psychology

University of California - Davis, CA

July 2016

Skills

- Microsoft Office
- Microsoft SQL Server
- QuickBooks

Assessments

Cognitive Ability — Expert

May 2020

Combining pieces of information to form general rules or conclusions.

Full results: <https://share.indeedassessments.com/attempts/8ac315cada28930b71984b36baf04740>

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