**Profile**

**Education Assistant**

***A confident team player with good mentoring and coaching skills. More than 9 years of experience, working in a multifaceted environment. Holds the ability to work under pressure with strong problem-solving skills. An asset to the office being organized and resourceful person. Confident talking to people and conveying ideas. Passionate about learning and supporting. Familiar to work in educational organization.***

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| **Professional Memberships** | | | |
| ***Education Assistant, BC***  ***BC Registry as an Early Childhood Educator and a special needs educator: Valid up to 2020, BC Ministry of education, Vancouver, BC***  ***# First-Aid CPR/AED,***  ***# POPARD, Cpi (Non-violent Crisis Intervention)*** | | | |
| **Core Skills** | | | |
| *Resourceful team player*  *Easily get along with people* | *Excellent communication skills*  *Strong ability to solve problem in a team environment* | *Well familiar with Microsoft words*  *Fluent in English reading, writing and speaking with 3 additional languages* | |
| **Technical Summary** | | | |
| ***# Behaviour Management (OCDSB)***  ***#Preventive measures for Cyber bullying***    ***# FASD (SD36)***  ***# Training: Volunteer training for Option Crisis line***  ***# Microsoft Office***  ***Typing- 40wpm*** | | | |
| **Work Experience** | | | |
| **Position 1: ECE- Bayview Public School, Ottawa, ON, Canada 2013-2015**   * Provided qualitative and effective play based education, collaborating with teacher. * Participated in planning and delivering an inclusive environment considering student’s social, emotional and cognitive development * Arranged and implemented curriculum through activities. * Facilitated activities and supported students with exceptional needs, students with LD as well as ELL students * Worked in a team environment to develop and coordinate positive behaviour support and goals for the diverse students. Implemented strategies following the guidelines of Occupational therapists, Speech and language pathologists and school board Psychologist * Recorded observations, collected data to facilitate IEPs. * Assisted students in their home work in extended program run by the school board | | | |
| **Position 2: Web Promoter ((Ontario Council of Agencies Serving Immigrants) Toronto, Ontario 2012**   * Offered demonstrations for surfing the website to the new immigrants and refugee families to find appropriate settlement services * Arranged venues, coordinated demonstration with Adult Learning Centers and Public Libraries | | | |
| **Position 3: Tax Associate, H&R Block, St. Catharines, Ontario**   * Prepared and filed federal and provincial tax returns for clients. * Maintained files, organized documents and contacted CRA on behalf of the organization time to time facilitating client’s needs * Updated correspondence with CRA for client’s requirements | | | |
| **Community Involvement** | | | |
| **Volunteer for Marathi Society of British Columbia(MSBC)**  **Position – Secretary**   * Planning & Organizing cultural events * Booking venues * Ordering food and contacting authorities * Facilitating meetings with board members * Advocating Indian arts & culture in Canadian society   **Volunteer at Diverse-city, Surrey, BC, Canada**   * Tax filing Associate, Revenue Canada:   Assisted low-income families filing their tax returns electronically using E-file   * Sorted the client lists feeding the data in computerized files * Prepared materials for youth groups dealing with trauma and imbalanced mental health   **Surrey schools, Surrey, BC, Canada**   * Guided clients to support the visitors of ‘Night Ministries’, Surrey offering a thorough knowledge about the work of night ministries and successfully created awareness about community involvement * Observing client’s safety, provided support   **Volunteer at Ottawa Marathi Mandal**  Position - Program coordinator   * Contacting artists and arrange cultural gatherings * Preparing reports * Coordinate and anchor the events * Design & sequence the even   **Ottawa- Carleton Public School Board, Ottawa, ON, Canada**   * Organized materials * Planned materials and guided activities to support skill building   **Catholic Immigration Society, Ottawa, ON, Canada**   * Greeted clients and guided them to the relevant authorities, filing their documents offered information pertaining to their enquiries | | | **2017**  2015-16  2015-16  2014-15  2010-2012  20012 |
| **Other Work History** | | | |
| * **Hunt-Club Park KG-SA Program, Ottawa, Ontario,** * **South Keys KG-SA program, Ottawa, Ontario** * Implement activities, organized play areas in a play based environment. Guided children applying appropriate behaviour management techniques ensuring their health and safety * Supervised children in class and at outdoor play * Assisted in collection of data through observations to enhance student learning * **All India Radio, Nashik, Maharashtra, India**   Radio Announcer and program coordinator  Designed program, ensuring time and quality of broadcast  Planned projects  Authored and wrote scripts  Facilitated and arranged the music and script library  Resourced and guided productions teams  Handled editing, dubbing, recording  Aired the programs as an announcer working on the broadcasting panel   * **Assistant Teacher, Boy’s Town Public school, Nashik, India** | | | 2011-2013  1996-2003    1997-2003 |
| **Education** | | | |
| * **Education Assistant Diploma, Surrey Community College, BC, Canada** * **ECE Program, Algonquin College, Ottawa, Canada** * **Medical Office Assistant, Niagara College Canada** * Diploma in Journalism and Mass Communication, YCMO University, Nashik, India * Diploma in Craft Teaching and child psychology, Maharashtra Technical, Education Board, Nashik, India * M.L.L.& L.W. Masters in Labour Welfare * B.S., LL.B. (Bachelors of Socio-Legal Science & Law) University of Pune, India) | | | 2017  2013  2009  2002  2000  1993 |
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