

Stephanie Moses

25 Frederick Wilson Ave, Markham, Ontario L6B 1N2

647-833-1425. Stephaniemoses91@gmail.com

Certification	New York State Initial Teaching Certification Early Child and Childhood Education (Birth- Grade 6), May 2021
Education	Niagara University- Niagara University, NY <u>Master of Science in Education</u> , May 2021 Elementary Education (Birth- Grade 6) GPA: 4.0 Chartered Institute of Marketing – Berkshire, UK <u>Bachelor of Arts in Marketing</u> , July 2015
Teaching Experience Jan – May 2021	Buttonville Public School - Markham, Ontario (York Region District School Board) <u>Student Teacher- Grade 2/3</u> <ul style="list-style-type: none">Utilized Google slides to create interactive Language lessons on poetry in a virtual settingDeveloped and taught a geometry unit on 2D and 3D shapes and used Kahoot as a summative assessment toolDeveloped and taught a numeracy unit on addition and subtraction with regrouping and introduced various problem-solving strategies like CUBESAdministered, scored and interpreted Observation Surveys with the assistance of classroom teacher to better understand students' literacy needs.Developed and taught an interactive vocabulary lesson on The Lion, the Witch and the Wardrobe using NearpodDesigned a Health assignment focusing on food groups where students recorded themselves making a healthy meal at homeDeveloped and taught an interactive Music unit on Salsa music which included researching famous Salsa musicians and making musical instrumentsAdministered running records frequently with the assistance of classroom teacher to monitor students' progressCreated an iMovie with students' poems and drawings of Black history heroes for the school assemblyFacilitated guided reading groups for students reading below grade levelModified lessons, tasks, and assessments to meet the diverse needs and learning styles of students
Sep – Dec 2020	The Divine Infant Catholic School - Scarborough, Ontario (Toronto Catholic District School Board) <u>Teacher assistantship - Grade 1/ 2</u> <ul style="list-style-type: none">Developed and taught an interactive Language lesson on 'bucket fillers' which included cooperative learning activities with physical distancing measuresFacilitated hands-on Math lessons with the use of manipulatives to assist students with skip countingAssisted classroom teacher with gradingCollaborated with classroom teacher and Educational Assistant to provide one-on one assistance to students with special needs in all subject areasMonitored students outside on the school yard during recess breaks and ensured COVID-19 protocols and rules were followed at all times

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Related Experience

Sep 2019 – Jun 2020

The Divine Infant Catholic School – Scarborough, Ontario

School Secretary

- Utilized Trillium to admit and demit students and update student demographics
- Registered and transferred students using SOAR web application
- Maintained an accurate log of incoming and outgoing Ontario Student Records (OSR)
- Attended to daily phone inquiries
- Drafted letters, flyers and compiled monthly school newsletters and calendars
- Administered first aid to students

Feb 2019 – Aug 2019

Toronto Catholic District School Board - North York, Ontario

Office Secretary

- Provided secretarial/administrative support to Music, Math, Literacy and Research resource teachers
- Responded to all external telephone inquiries
- Created purchase orders on SAP and other online sourcing platforms.
- Prepared and processed Cheque Requisitions, expense claim forms, and food orders to assist resource teachers

Additional Experience

Oct 2016- Sept 2018

HardTalk (Pvt) Limited – Colombo, Sri Lanka

Public Relations Manager

- Developed PR strategies and campaigns for clients
- Prepared press releases, keynote speeches and promotional material for clients
- Monitored public and media opinions of clients
- Developed good working relationships with the media
- Organized PR events such as press conferences and product launches
- Developed and implemented crisis communications and media strategy for clients

Computer Skills:

Google Classroom
Nearpod
Jam board

Kahoot
Word wall
Canva

Google Drive (Docs, Sheets, Slides, Forms)
Microsoft (Word, Excel, PowerPoint)
iMovie

Honors/Certifications:

- Member, Kappa Delta Pi (KDP), International Education Honorary Society
- Training in Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention (DASA Training)
- Mandated Reporter Training: Identifying and Reporting Child Abuse and Maltreatment
- Training in School Violence Prevention and Intervention

Skills/ Interests

- Fluent in Tamil and Sinhala
- Photography enthusiast
- Amateur baker

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REFERENCES:

Dalia Osman

Principal

Buttonville Public School

York Region District School Board

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Cheryl Meffe

Cooperating Teacher

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Carol-Ann Copps

Principal

The Divine Infant Catholic School

Toronto Catholic District School Board

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Allison Maguire

Cooperating Teacher

The Divine Infant Catholic School

Toronto Catholic District School Board

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