

# Stephanie Moses

25 Frederick Wilson Ave, Markham, Ontario L6B 1N2

647-833-1425. [Stephaniemoses91@gmail.com](mailto:Stephaniemoses91@gmail.com)

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## Certification

### **New York State Initial Teaching Certification**

Early Child and Childhood Education (Birth- Grade 6), May 2021

## Education

### **Niagara University- Niagara University, NY**

Master of Science in Education, May 2021

Elementary Education (Birth- Grade 6)

GPA: 4.0

### **Chartered Institute of Marketing – Berkshire, UK**

Bachelor of Arts in Marketing, July 2015

## Teaching Experience

Jan – May 2021

### **Buttonville Public School - Markham, Ontario (York Region District School Board)**

Student Teacher- Grade 2/3

- Utilized Google slides to create interactive Language lessons on poetry in a virtual setting
- Developed and taught a geometry unit on 2D and 3D shapes and used Kahoot as a summative assessment tool
- Developed and taught a numeracy unit on addition and subtraction with regrouping and introduced various problem-solving strategies like CUBES
- Administered, 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 Nearpod
- Designed a Health assignment focusing on food groups where students recorded themselves making a healthy meal at home
- Developed and taught an interactive Music unit on Salsa music which included researching famous Salsa musicians and making musical instruments
- Administered running records frequently with the assistance of classroom teacher to monitor students' progress
- Created an iMovie with students' poems and drawings of Black history heroes for the school assembly
- Facilitated guided reading groups for students reading below grade level
- Modified 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)**

Teacher assistantship - Grade 1/ 2

- Developed and taught an interactive Language lesson on 'bucket fillers' which included cooperative learning activities with physical distancing measures
- Facilitated hands-on Math lessons with the use of manipulatives to assist students with skip counting
- Assisted classroom teacher with grading
- Collaborated with classroom teacher and Educational Assistant to provide one-on one assistance to students with special needs in all subject areas
- Monitored 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:

### **Cheryl Meffe**

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York Region District School Board  
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### **Carol-Ann Copps**

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### **Allison Maguire**

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