

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

I am a passionate and compassionate young graduate seeking an opportunity as a teaching aide. I am keen on learning new teaching techniques that bring better understanding and relations in children's lifestyles. Interacting with experienced teachers has helped me grow, identify, value, and focus on critical areas in children's studies with care and understanding.

## Experience

### Teacher Assistant - New Brunswick Highschool / Bangor, Maine

*June 2019 - Present*

- Run a tutoring program after school to assist students with test and STA preparations that grew to over 20 students.
- Through observations and the test assessment results, I notify the teachers of learners' progress.
- Design specialized assignments that helped every learner be on track with the teacher's lesson plan.
- Keep an open line of communication with the parents giving them updates and feedback on the child's performance at least once every month and reinforcing the parent-teacher coordination that brought improved performance in some students.
- Support students through positive talks to open up on issues affecting them, improving their overall performance, confidence, and discipline.

### Teacher Assistant - Lowington School / Bangor, Maine

*April 2017 – June 2019*

- Helped teachers organize and reinforce the lessons and teaching plans by assisting students on areas not fully grasped, setting up learning aides in time, and preparing students' materials for the lessons.
- Supervised and interacted with students where I created a rapport and positive communication that helped with student-teacher relations in school.
- Issued individualized assignments following my observations and comments from the class periods.
- Took in questions from the students to provide ample time for teachers to complete their lesson plans and objectives.
- Tracked and kept attendance and progress reports for the students establishing trends and recommendations for each student.
- Created a support system for the students through communication and behavioral aid.
- Graded students as per the school's system and communicated points of action to the students and parents.

### Project Experience

- I learned how to grade students according to the school's system. The experience taught me how to use different grading elements to evaluate a student's progress.
- Working with experienced teachers, we set up a teacher system where we monitored and observed each student. By identifying their strengths and needs, we can engage the parents to nurture their interests and get better grades. Students also got to be more open and sharers, which improved the teacher-student relationship and their performance in class.

## Education

### Bachelor's Degree in English with a Teaching Concentration - SCHOOL

*MONTH YEAR*

- GPA: LIST
- AWARD
- AWARD

### DEPARTMENT - SCHOOL

*MONTH YEAR*

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Good organizational skills
- Good communication and interpersonal skills
- Proper class scheduling and lesson planning
- Creative
- Able to interact with various students and personalities

## Licenses & Accreditations

### Licenses & Accreditations

- Certified Teacher Assistant, Maine
- Certificate of CPR and first aid