

# First Last Name

310.555.1212 | Los Angeles, CA | firstlastname@gmail.com

## SKILLS

- Experienced supervising, planning and leading children's activities.
- Proficient in reading Hebrew
- CPR and First Aid Certified.
- Skilled in Microsoft Word, Excel and Power Point.
- Proficient in using YouTube, Instagram, Facebook, and Twitter.

## EDUCATION

**Santa Monica College, Santa Monica, CA**

**2017 - Present**

Member of Scholars Program

GPA 3.6

## EXPERIENCE

**Moishe House, West Hollywood, CA**

**4/2015-Present**

Volunteer

- Foster and connect the Jewish community by participating and promoting the celebration of Jewish traditions such as Seders and Shabbat dinners.
- Promoted a clothing swap on Facebook and delivered the collected clothing to the donation center.
- Prepared and packed food to be donated and delivered to a food bank to support local community in need.

**Joey's Gym, Los Angeles, CA**

**8/2015 - Present**

Assistant Teacher

- Supervised campers and students ages 3-5 during group play.
- Ensured safety throughout all activities.
- Contributed to indoor gym cleanliness.

**Independent Child Care Provider, Los Angeles, CA**

**8/2011 - Present**

Child Care Provider

- Managed a schedule that included over 14 families through the Greater LA Area.
- Transported children to and from home, school, and extra-curricular activities.
- Created and played engaging games and activities.

**Youth Academy of Dramatic Arts, Los Angeles, CA**

**9/2013 - 4/2016**

Director

- Work as a team with other directors to create a new show every session.
- Teach students how to interact effectively.
- Support the growth of each student in the realms of acting, singing, and dancing.
- Help students quickly learn material and hone their memorization skills.

**Tocaloma Day Camp, Los Angeles, CA**

**Summers 2013 - 2015**

Counselor

- Motivated campers to achieve success during games and activities.
- Lead group of 10 girls.
- Managed behavioral challenges with a positive attitude.

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## SUMMARY

Experienced educator and mother of dyslexic child, looking to use skills and education to support students with exceptional needs to successfully perform in an integrated learning environment.

## SKILLS

- Patient and compassionate educator.
- Able to identify learning disabilities.
- Knowledgeable of various integrated teaching and behavioral management methodologies.
- Valid First Aid and CPR Certification.
- TB clearance.

## EDUCATION

**Santa Monica College**, Santa Monica, CA 8/2017 – Present

Majors: Early Childhood Education

Early Intervention Assistant

**Allama Iqbal Open University**, Islamabad, Pakistan 2012

Bachelor of Education

## EXPERIENCE

**Introduction to Children with Special Needs, Santa Monica College** 8/2016-Present

Santa Monica, CA

*Student*

- Learned how to identify learning disabilities such as Dyslexia, Autism, Visual impairments and Speaking Disabilities, and how to help students with these disabilities learn in an integrated setting.
- Studied basic behavioral management techniques such as: identify the reasons and cause of students' misbehavior, how to create a positive classroom atmosphere for special needs children to develop their behavior and their skills, and address fear barriers, attitudes and learning readiness.
- Practiced basic instructional techniques and methods such as: creating small groups for teaching special needs children and rotate the groups for various lessons, and use books that cater to various comprehension levels to promote child's development and learning.

**Health, Safety, and Nutrition for Young Children, Santa Monica College** 8/2016-Present

Santa Monica, CA

*Student*

- Learned guidance principles and practices as they relate to children with physical limitations such as: providing accommodations so the student can participate with other children, or create alternative activities for all to participate in.
- Studied Nutrition needs and health and safety practices such as: how to respond to an allergic reaction and how to prevent an allergic reaction through proper cleaning practices.

**Kid City High School** 8/2009 – 6/2010

Islamabad, Pakistan

*Third Grade Teacher*

- Prepared lesson plans for a variety of subjects such as: English, Science, Social Studies, and Urdu.
- Followed school policy on reporting student absences.
- Worked closely with students, their families, colleagues and school staff to support child learning objectives.
- Track student progress daily and completed report on student progress every three months.

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## PROFESSIONAL SUMMARY

- Highly skilled in planning a program of study that meets the individuals needs, interests, and abilities of students.
- Experience in establishing a positive, interactive and encouraging learning environment for students.
- Highly motivated individual, with an interest in serving her community.

## EDUCATION

Santa Monica College | Santa Monica, CA  
General Education

May 2018 - Present

## RELEVANT EXPERIENCE

Volunteer Tutor

Jan 2018 - Present

Reading Partners | John Muir Elementary School, Santa Monica, CA

- Provide weekly individualized instruction to help four elementary students in becoming proficient readers and achieving, if not exceeding, target reading level.
- Collaborate with lead teachers in developing and implementing lessons according to their instructions.
- Maintained positive and supportive relationships with struggling students to encourage confidence in reading.

Library Assistant

Aug 2014 - Nov 2015

Holroyd City Library | Sydney, Australia

- Resolved complaints and queries on request and ensured that if passed on, the complaint is resolved.
- Collaborated with department supervisors in developing an after school program for elementary children.

Social Justice Committee Team Member

Jan 2014 - Oct 2016

Tara Anglican School for Girls / Sydney, Australia

- Led volunteer activities at nonprofit events and local community centers.
- Designed and proposed various outreach and engagement strategies.
- Coordinated the annual 40 hour famine fundraiser, whereby participants abstain from food for 40 hours to raise money and awareness for children living in poverty.
- Participated and promoted the Days for Girls Initiative, through which members prepared and distributed sustainable menstrual health solutions to schoolchildren in impoverished areas with no access to feminine hygiene products and who would otherwise miss school during their monthly periods.