

Public administration assignment

Education



Caring, patient, and enthusiastic professional committed to providing stimulating instruction, skilled classroom manager, adept at delivering lesson plans that reach students with unique learning styles. Excellent communicator who stresses accountability, social interaction, critical thinking and problem solving skills. Dedicated to making every student feel important and heard. Proven ability to excel in chaotic situations while maintaining composure and a sense of humor.

Computer reflection in Microsoft Office applications. Teaching Experience : Restoration Temple Church 4610 Church Avenue 2000-Present Brooklyn Planned effective and theme appropriate Sunday morning sessions in coordination with other members of the team. Ensured to participate in at least one educational activity each term and or/year Attended all training sessions and pursued personal spiritual growth Managed to lead Sunday morning sessions, and assisted weekly lead teacher. Performed to nurture children's spiritual growth and transformation. Organized self-directed activity that can be shared with fellow teachers.

Lodge Community High School 1990-2000 Enhanced classroom productivity and create a favorable learning environment for an educating intellectually gifted highly selective community High School focused on students. Observed and track students performance, providing extra assistance to helping students master assignments and reinforce learning concepts. Coordinated instructional efforts with teaching staff. Distributed, collect and interview tests and homework assignments. Improved academic performance by working closely with students in all content area.

Accompanied the class to cluster and conduct daily read aloud. Conducted small groups and individual classroom activities with students based on differentiated learning needs to ensure all students are learning at full potential. Spearheaded after school math tutoring initiatives to improve students grades. Attended a variety of professional developmental workshops centered on learning goals. Lenox Hill Neighborhood House Women's Shelter 2003-2013 Experience: Manhattan NY Senior Program Aide Assisted Mentally/Developmentally Disabled individuals with everyday life goals.

Helped create opportunities to facilitate transition to independent living. Performed initial intake assessment for clients appointments with medical personnel Scheduled clients Completed other given assignments (answering the phones, making copies sending faxes) Prepared psychosocial assessments reports for social workers and managers and other organizations. Referred clients to long term care facilities, NYC shelter Contracted and obtain approval and authorization numbers for patients from Managed Care companies for clients transfers.

Assisted clients with basic school assignments, develop writing skills, and resume writing Assisted clients in finding appropriate school and jobs accordingly in their ability. Facilitated community group meeting with clients, managers and social workers.