
Educational and Social Development Specialist

5+ years' success leading educational and social development initiatives for children and students

Self-disciplined and creative individual with a strong commitment and expertise in planning and delivering instructional and recreational activities for children and students of different ages. Skilled in facilitating learning experiences through individual assistance and group sessions. Talent for providing administrative support and resolving administrative problems. Proficient in English and Chinese languages. Versatile and proactive problem solver with excellent communication skills.

Highlights of Expertise

- Instructional Methods
- Recreational Programs
- Behavior Management
- Teaching Materials Development
- Lesson Planning
- Records Management
- Application Processing
- Data Entry
- Public Relations
- Team Building and Leadership

Career Experience

Leaning Center, Bryan, TX

TEACHER ASSISTANT / ENGLISH PROGRAM (2019 to Present)

- ◆ Assist in the educational and social development of English pupils aged 3-9 under the direction and guidance of the head teacher.
- ◆ Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- ◆ Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- ◆ Tutor and assist children individually in order to reinforce learning concepts presented by teachers.
- ◆ Supervise students in classrooms, halls, and school yards.
- ◆ Communicate with parents about the progress of their children; help resolve behavioral issues.

Stefford Family, Bryan, TX

BABYSITTER (2016 to Present)

- ◆ Organize recreational and educational activities that facilitate active learning experiences; accompany children in parks and activity clubs.
- ◆ Observe and monitor children's play activities.
- ◆ Communicate with children's parents about behaviors and related issues.
- ◆ Pick-up children from school and supervise children as they do their homework.
- ◆ Take children to school, piano, and tennis lessons.

James Washinton's Office, Bryan, TX

ERSEA ASSISTANT (2017 to 2018)

- ◆ Entered data into the system and process applications according to Initial Eligibility Application Policy.
- ◆ Conducted Eligibility Interviews with applicants; ensured complete information on the applications.
- ◆ Obtained confidential and pertinent information from parents for data entry into applicant record.
- ◆ Provided frequent in person, phone, and written consultation to prospective applicants.
- ◆ Maintained filing systems and eligibility files for all enrolled and waitlisted applicants.

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Child Care Center, Eugene, Bryan, TX

FLOATING TEACHER (2017 to 2018)

- ◆ Developed educational activities, lesson plans, teaching materials for school and after-school groups.
- ◆ Planned, prepared, and delivered instructional activities that facilitated active learning experiences.
- ◆ Fed and played games with infants and toddlers.
- ◆ Organized the classroom and learning resources to create a positive learning environment.
- ◆ Managed student behavior in the classroom by enforcing rules and procedures.

Recreational and Development Child Center, Bryan, TX

TEACHER ASSISTANT (2014 to 2015)

- ◆ Assisted with the educational and social development of children under the direction and guidance of the head teacher and class teacher.
- ◆ Translated teaching materials and teachers for Chinese speaking children.
- ◆ Prepared lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- ◆ Supervise children in classrooms, halls, cafeterias, and yards.

Additional Experience

Field Experience Student (2016 to 2017) ▪ University of Texas, Austin, TX

After School Program Volunteer (Sept 2014 to Nov 2014) ▪ Interfax Elementary School, Bryan, TX

Program Volunteer (Jun 2010 to Aug 2010) ▪ Private Pre-School Studio, Bryan, TX

Education & Credentials

Bachelor of Arts in Educational Foundations

University of Texas, Austin, TX

Affiliations

- Texas Philanthropic Leadership Association (CPLA)

Skills

- MS Office Suite (Word, Excel, and PowerPoint)
- Organizational Leadership
- Decision Making
- Planning and Prioritizing
- Flexibility
- Interpersonal Skills
- Multi-Tasking
- Teamwork Orientation