

EDUCATION

Bank Street College of Education, New York, NY
Graduate School of Education
M.S., Early Childhood and Elementary Education, 5/97

New York University, New York, NY
Leonard N. Stern School of Business
B.S., Management/Marketing, 5/95

TEACHING EXPERIENCE

**July 1996-
Present**

Basic Trust/Miller Day Care Center – New York, NY
Co-Teacher – Big Kids Room; Ages 3 and 4

- Lead morning meetings during which jobs are handed out, the calendar and weather chart are updated and the question of the morning is answered.
- Write weekly notes for parents based on my observations of the child's social, emotional and cognitive development.
- Actively support children with their problem solving skills and encourage them to build healthy relationships with one another.
- Develop curriculum based on children's interests with the aid of fellow co-teachers.
- Plan and organize trips which serve to enhance knowledge of particular themes or topics.
- Supervise and train interns, volunteers and teen-agers.
- Set up and maintain room library.

**January 1996-
June 1996**

Midtown West School – New York, NY
Student Teacher – Grade 4

- Led morning meetings and directed whole class discussions.
- Supervised a literature group.
- Worked with small math groups.
- Developed art projects related to month themes and social studies curriculum.
- Read book reports and wrote commentaries for students.
- Assisted Teacher in assessing students' reading progress.
- Selected and organized books and materials for African-American History and Women's History months.

**September 1995-
December 1995**

Manhattan Country School – New York, NY
Student Teacher – Ages 4 and 5

- Supervised work time activities including set-up and clean-up of materials.
- Led morning meetings.
- Supervised children during their time at the meadow and playground.
- During rest, read stories to children in small groups.
- Working with children to enable them to talk out their problems with fellow students during times of conflict.

OTHER EXPERIENCE

**February 1995-
June 1996**

Rural Development Leadership Network – New York, NY
Office Assistant

- Translated documents from English to Spanish
- Maintained and backed-up databases on computers.
- Arranged Board Meetings.

**June 1994-
August 1994**

Toyota Motor Distributors – West Caldwell, NJ

Associate – Merchandising Department

- Maintained ranking records during dealership contests.
- Processed incentive check payments for salespersons.
- Solved problems regarding contests and incentive checks for dealers.

**May 1993-
August 1992**

Coopers & Lybrand – New York, NY

Tax Associate – Tax Department

- Prepared tax returns for partnerships and corporations.
- Entered tax information on Lotus 1-2-3 and GoSystem.

**May 1992-
August 1992**

Administrative Assistant – Professional Education Department

Assisted partners, managers and associates in course selection.

Supervised classroom set-up.

SKILLS

Bilingual (Spanish/English)

Proficient in Microsoft Office 1997

**VOLUNTEER
EXPERIENCE**

CMA Church of Queens Youth Counselor

ESL Instructor

Junior Achievement Consultant

INTERESTS

Popular fiction, running, arts and crafts, chocolate molding