

## **Aimee Anderson**

### **TEACHER'S ASSISTANT**

**Performance Summary:** Student-focused and dedicated individual with 3+ years' experience in providing effective assistance to lead teachers. Committed to total development of children of different socio-economic backgrounds. Demonstrated skills in classroom management and discipline implementation. Well-versed in performing all kinds of clerical and secretarial tasks. Paraprofessional certified.

### **KEY COMPETENCIES**

- Proven ability to communicate to students and parents in a positive manner
- Substantial knowledge of child growth/development and behavior characteristics
- Strong willingness to follow verbal and written instructions
- Computer: MS Word, Excel and PowerPoint
- Bilingual: English and Spanish

### **PROFESSIONAL EXPERIENCE**

Loudoun County Public Schools – Ashburn, VA

Mar 2013 – Present

#### **Teacher Assistant**

- Assist lead teacher in conducting increased learning experience for students in assigned area
- Perform a variety of non-instructional duties
- Tutor students independently or in small groups
- Administer students' arrival and departure time
- Carry out supportive and clerical tasks
- Maintain discipline of students in the absence of the teacher
- Prepare instructional materials and classroom displays

#### Key Accomplishments

- Maintained a neat and arranged classroom environment
- Reinforced and followed-up learning activities

Kamehameha Schools – Ashburn, VA

Summer 2012

#### **Paraprofessional**

- Maintained clerical records and arranged required reports
- Copied, organized, and filed materials for distribution to students
- Helped with care of classroom equipment
- Kept teacher informed of particular requirements or problems of individual students
- Took part in staff-development training programs
- Decorated the classroom for special events

### **EDUCATION**

Ashburn City College, Ashburn, VA – 2011

Associate of Science in Education

Major: Early Childhood Education

### **SPECIAL SKILLS AND KNOWLEDGE**

- Experience working with elementary aged students
- Excellent supervisory skills for lunch and recess duty
- Knowledge of best teaching practices
- Ability to work separately and as part of a team