

# Laura Harris, Teaching Assistant

1515 Pacific Ave, Los Angeles, CA 90291, United States, email@email.com

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Place of birth	San Antonio	Driving license	Full
Nationality	American		

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**LINKS**                      [Facebook](#), [Linkedin](#)

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## PROFILE

*Energetic teaching assistant with four years of experience in a secondary school environment. Mentor and supervise classes of up to 30 students at a time and was instrumental in improving average math scores by 25% during the first term. Received 95% in the last performance assessment and accumulated multiple recommendation letters from parents and teachers. Currently pursuing a Bachelor's Degree in Education.*

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## EMPLOYMENT HISTORY

Sep 2018 – May 2019                      **High School Teaching Assistant, Ben Noir High School**                      Minneapolis

*Increased class attendance to 99% and boosted student participation by 32% via student-focused teaching methodologies.*

- Prepare draft lesson plans and exam papers
- Promote positive discipline and act as a guidance counselor for the grade group
- Accompany students on class trips and offsite school events
- Prepare classrooms for lessons to take place and clean classrooms afterward
- Provide extra lessons in Science & Mathematics to students who underperform
- Supervise classroom behavior and oversee students during recess times
- Act as a substitute teacher when needed during Summer and Winter School periods

Jan 2017 – Aug 2018                      **Teaching Assistant, Mark Ross Elementary**                      Brooklyn

*Established the after-school reading club with the assistance of the Librarian and achieved a 12% increase subscription rates for ten weeks in a row.*

- Supervise students during lunchtimes in the canteen and on the school grounds during recess to ensure their safety
- Distribute tests, monitor exam sessions, collect exam papers and do initial grading thereof
- Prepare draft lesson outlines and create worksheets for students to use during lessons
- Organize and facilitated parent-teacher evenings
- Tutor learners with special needs such as learning disabilities or language disadvantages

Jan 2015 – Jan 2016                      **Junior Teacher's Aide, Tiny Tots Nursery**                      Springfield

*Instrumental in improving physical development scores by 15% during the first term with play therapy and occupational therapy techniques.*

- Perform administrative and clerical work such as preparing progress reports, and creating weekly pop quizzes.
  - Assist during lesson times by distributing learning materials, setting up props and passing out stationary, and art supplies
  - Enforce positive discipline according to classroom rules and school protocols
  - Meeting and greeting students and parents at the school gates in the morning and afternoons
  - Supervise children during recess and informal playtimes
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## EDUCATION

Jan 2011 – Dec 2013      **University of Colorado, Bachelor’s Degree in Elementary Education**      Denver

Majors: Developmental Psychology, Teaching Principles

Minors: Educational Psychology, Classroom Learning Assessment, Classroom Management

Jul 2012 – May 2015      **University of Arizona, Teacher’s Aide Associates Programme**      Tempe

Course Curriculum: Child Development, Child Behavior, Educational Psychology

Children's Literature

Jun 2009 – Dec 2009      **Ashford University, General Education Diploma**      Tampa

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<b>SKILLS</b>	Teaching Plans	Skillful	Grading Papers	Skillful
	Test Design	Skillful	Classroom Management	Skillful
	School SIS	Beginner	Blackboard	Beginner
	Blabber	Novice	Classkit	Novice

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**EXTRA-CURRICULAR ACTIVITIES**

Feb 2016 – May 2019      **Art Teacher, Florida Community College**      Miami

- Present painting and drawing classes to young adults
- Organize the annual arts exhibition

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**HOBBIES**      Art, Music, Opera

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**LANGUAGES**      English      Italian      Highly proficient

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**COURSES**

May 2014 – May 2014      **Praxis Parapro Assessment Certification, Capitol Region Education Council (CREC), Hartford, CT**