
CLASSROOM ASSISTANT RESUME

Objective:

To obtain the Classroom Assistant position that will expand and develop my skills.

Summary of Skills:

- Certified Classroom Assistant with experience with Toddler and preschool classrooms, preparing meals for food program
- Exceptional knowledge and use of behavior management skills in implementing behavioral strategies
- Proficient in working with a diverse population of students and resolving problems diplomatically in a timely manner
- Able to collaborate with teachers and create a safe and nurturing environment that meets individual needs of children in the infant
- Strong communication and organizational skills
- In-depth PC skills and audio and visual troubleshooting skills

Work Experience:

Classroom Assistant, August 2005 to till date
El Dorado County, Joliet, IL

- Assisted in providing instructors with schedule reminders.
- Created ad-hoc reports for instructors and management.
- Liaised with provincial office and ensured to resolve student problems.
- Maintained and monitored all instructional materials and ensured adequate supplies for each class.
- Examined equipment before classes and resolved technical troubles.
- Assisted to attend selected classes and with student questions, registration and issues
- Provided backup assistance as was needed.

Classroom Assistant, May 2000 to July 2005
Department of Workforce Services, Joliet, IL

- Assisted in organization and preparation of instructional materials.
- Participated in physical education activities and swimming as assigned.
- Used behavior management skills in implementing behavioral strategies.
- Assisted in lifting students and operating playground equipment and supplementary school amenities.
- Utilized feeding techniques and assisted students with other things as assigned.
- Provided assistance to students on the use of orthopedic devices.
- Utilized CPR, first aid techniques as was required.
- Maintained a clean and safe environment for students and staff.

Education:

Associate's Degree in Early Childhood, Iowa Lakes Community College, Emmetsburg, IA

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