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## Literacy Specialist Resume

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### Job Objective

Literacy Specialist seeking position with a well-established organization where my experience can be used for the well-being of the company.

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### Highlights of Qualifications:

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- Admirable experience in teaching students and writing and reading related instructions
  - Exceptional knowledge of data management tools
  - Sound knowledge of pedagogical principles and practices
  - Remarkable ability to work in a result oriented environment
  - Outstanding ability to raise student scores
  - Skilled to work on Microsoft applications
  - Amazing skills to work on urban educational programs
  - Proficient in executing bilingual literacy strategies
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### Professional Experience:

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Literacy Specialist  
Lighthouse Academy, Scales Mound, IL  
May 2006 – Present

- Developed target based literacy lessons according to state standards and curriculum guides and prepared necessary materials.
- Coordinated with small groups and provided literacy to grade level students.
- Designed content by developing instructional strategies and learning various objectives.
- Administered appropriate components to all developmental stages and provided expertise on same.
- Assisted students scoring less than acceptable benchmark and provided systematic instruction for same.
- Helped students to achieve desired level of mastery through appropriate methods.

Literacy Specialist  
Copper Canyon & Desert Pointe Academies, Scales Mound, IL  
March 2003 – April 2006

- Assisted students in providing full time reading intervention services.
  - Administered data and ensured eligibility of students for programs.
  - Analyzed student requirements and ensured maximum service level for all.
  - Monitored students attending reading intervention and ensured addressing of student needs.
  - Documented individual progress for each student and established required assessments.
  - Coordinated with parents, teachers and members and assisted in developing student program.
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### Education:

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Bachelor's Degree in Education  
Central State University, Wilberforce, OH  
Master's Degree in Education  
Shawnee State University, Portsmouth, OH

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