



JANE SMITH

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PROFILE

Teacher assistant with over four years of supporting lead teachers in elementary education settings. Skilled at managing classrooms, planning lessons, and providing one-on-one support to enhance student learning. Proven ability to create engaging learning environments and manage classroom behavior.

KEY SKILLS

- Child development
- Classroom management
- Lesson planning
- Microsoft Office
- Special needs students
- Student assessment

PROFESSIONAL EXPERIENCE

Lead Teacher Assistant

Kaplan, Los Angeles, CA | June 2018 - Present

- Collaborated with lead teachers to develop and implement lesson plans for grades 2-4, contributing to a 20% increase in class average grades over the past three years
- Helped set classroom management strategies to maintain a disciplined and engaging learning environment for groups of up to 25 students
- Provided one-on-one tutoring for students, leading to a 30% improvement in individual performance

Teacher Assistant

Pearson Education, Houston, TX | January 2018 - May 2018

- Helped prepare instructional materials for grades 2-5, enhancing lesson organization and efficiency
- Supported students needing additional help, improving comprehension and academic performance
- Enforced classroom rules to ensure a safe and productive learning environment

EDUCATION

Bachelor of Education (B.Ed)

University of California, Los Angeles, CA

Associate of Arts in Teaching (AAT)

Houston Community College, Houston, TX

CERTIFICATIONS

- Child Development Associate (CDA), Council for Professional Recognition, January 2019