**First and Last Name**

City, State, Zip Code | phone | email

**EDUCATION**

State University of New York at New Paltz

**Bachelor of Science in Adolescence Education,** **Social Studies**, Expected May 2024

Deans List Fall 2020-Fall 2022

**CERTIFICATION**

**New York State Initial Certification in Adolescent Education** **Social Studies** (7-12), Pending May 2024

**TEACHING RELATED EXPERIENCE**

**Fieldwork Observer II**  October 2023 - November 2023

Washingtonville Senior High School, Washingtonville, New York

* + - Examined three separate 10th grade Global Studies classes of Enriched, Regents, and General level varying in classrooms from 25 to 30 students
    - Observed courses in Medieval European History, Crusades, and Renaissance
    - Interviewed Army JROTC program administrator and cadets
    - Observed Social Studies departmental professional development meeting
    - Attended Washingtonville Central School District Board of Education meeting

**Teaching Assistant**  April 2022 – June 2022

The Children’s Home of Poughkeepsie, Poughkeepsie, New York

* + - Constructed lesson plan for a single class of at-risk adolescents ranging from 10 – 18 years old
    - Lectured Global Studies lesson on Afghanistan implementing National Geographic documentary

*Restrepo*

* + - Provided guidance and encouragement to students regarding future employment opportunities
    - Represented Dutchess Community College in a panel of advisor-presenters in a multi-school service learning workshop

**ADDITONAL EXPERIENCE**

**Administrative Assistant** | Gold Coast Arts Center, Great Neck, NY May 2020-Present

* Greet clients, connect them to the appropriate party for art gallery and film festival
* Register students for art and music classes, as well as private lessons
* Prepare bills and take payments, enter customer data in QuickBooks and send correspondence

**PROFESSIONAL MEMBERSHIPS**

**Kappa Delta Pi**, Honor Society in Education 2020 - Current

**Civil Affairs Association**, Professional Defense Advisory Consortium 2020 - Current

**West Point Chapter of the Company of Military Historians**, National Historical Association 2019 – Current

**COMPUTER SKILLS**

Proficiency in Google Classroom, Google Workspace, Microsoft Office, Microsoft Power Point, YouTube, Kahoot, Quizlet, Google Earth