Lokita

 Lokita.352730@2freemail.com

**Human Resource Officer:**

 I would like to express my genuine interest in applying for a **Teaching Assistant** position in your reputable institution to further broaden my horizon in the field of education.

Having the role to provide the Lead Teacher support in developing the different areas of students’ learning and well-being; my experience, skills and qualifications are of most significance. Instilling knowledge in children with cultural diversity has been a challenging task which I always look forward to do at work.

Please find attached my resume for a detailed presentation of my skills and qualifications. Should these meet your requirements, I am more than willing to come for an interview anytime at your convenience.

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**CAREER OBJECTIVES:**

 To provide dedication and excellence in the quality of work, motivation, discipline, flexibility and values in everything I do and consistently striving hard to exceed the institution’s expectations and satisfaction.

**SKILLS AND QUALIFICATIONS:**

* With years of successful hands-on classroom experience including recent two for child with special needs.
* Knowledge in Play- Based Teaching Approach including appropriate developmental practices in early childhood
* Strong ability to understand and follow instructions precisely
* Excellent interpersonal and communication skills
* Outstanding ability to exercise confidentiality
* Ability to work well as part of a team.

**TRAININGS/WORKSHOPS ATTENDED:**

* **Applied Behavior Analysis Training**

May- June 2015

Miss Tiffany Dubuc

New England Center for Children, Abu Dhabi

* **Play-based Learning In Kindergarten**

 Walker Learning Approach

 29th-30th September 2012

 Sheikh Zayed Private Academy for Girls

* **Professional Development**

-Phonological Awareness

-Student Engagement

-Behavior Management

 Sheikh Zayed Private Academy for Girls, Abu Dhabi

**SUMMARY OF EXPERIENCE*:***

* **Al Shohub Private School**- Abu Dhabi

 **Shadow Teacher**- 22nd Oct 2014- 15th Dec 2016

* Helps Lead Teacher develop, plan and implement appropriate lessons and strategies.
* Assists Lead Teacher achieve the child’s goals and objectives.
* Sets up and maintains conducive learning environment.
* Attends and participates in workshops and relevant trainings.
* Maintains accurate daily behavior performance, significant notes and completes reports in a timely manner.
* Meets with Lead teacher and SEN coordinator for regular meetings about the child’s performance and other updates.
* Conducts regular home sessions during term breaks to prepare the child in school timings and settings.
* Maintains discretion and confidentiality of child and family information at all times.
* **Sheikh Zayed Private Academy for Girls-** Abu Dhabi

**Teaching Assistant**- 26th Aug 2012- 13th Dec 2013

* Assists in planning and implementing daily program including lesson plans.
* Prepares the learning environment and needed supplies and sets up interest centers.
* Supervises classroom in the absence of the Lead Teacher.
* Supervises and promotes activities designed to enhance the healthy emotional, social, intellectual and physical development of children.
* Reports to authorities any problem which may occur with the children.
* Provides feedbacks to Lead Teacher to monitor students’ progress.
* Helps in reading assessments and checking homework.
* Provides support outside normal classes such as covering TA absences.
* **International Jubilee Private School-** Abu Dhabi

**Teaching Assistant -**31st Oct 2010- 28th June 2011

* Provides assistance with clerical duties (filing, copying, marking homework).
* Aids children with lessons and work in the classroom.
* Provides help during school activities such as open house and school plays.
* Supervises children’s indoor and outdoor fun activities (field trips, recess….)
* Helps assess children’s progress.
* Assists with the preparation of the learning environment.
* Helps children with learning difficulties complete tasks.
* Provides help in planning extra-curricular activities.
* **International School of Choueifat-** Khalifa City, Abu Dhabi

**Teaching Assistant-** 3rd August 2008- 30th June 2010

* Puts together displays of children’s work.
* Provides extra support for children with special needs
* Tidy up at the end of the session
* Support and supervise educational games, sports and craft activates
* Distributes teaching materials such as workbooks, papers and pencils to students.
* Requisition and stock teaching materials and supplies
* Organize and label materials.
* Monitor students in the use of equipment to prevent injuries.

**EDUCATIONAL BACKGROUND:**

Bachelor of Science in Business Administration

 Major in Management

Graduated April 2003

**PERSONAL DETAILS:**

**Nationality**: Filipino

**Availability**: Immediate