August 22, 2019

Vicki Maldonado

* Teacher Assistant
* Office Staff

Phone: (305) 910-6112

Email: vmaldonado5710@gmail.com

Dear Hiring Manager:

I have experience working with children and their families. I build good relationships with the children, their parents, or caregivers, and with my co-workers. I have worked in different environments and grade levels. I maintain a flexible schedule, creative perspective, and create energetic interactions in the classroom. I work very well and efficiently on the computer. I believe that a teacher assistant should work closely with the teacher and be a good team player, help with the grading and organizing of the curriculum and lesson plans. I see myself as having excellent reading, writing, and numeracy skills. I use these skills to assist the teacher create and reinforce curriculum. I display a passion in my teaching and enjoy engaging our children in their own education and teaching. I currently have my Associate’s degree in Early Childhood Education. I plan on returning to complete my Bachelor’s degree in the spring of 2020. My goal is to have my own classroom in a few years. I have a vast array of experience and knowledge; I would like a chance to become a positive addition to your group.

Sincerely,

Vicki Maldonado

Objective

Vicki Maldonado

* Teacher Assistant
* Office Staff

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Email: vmaldonado5710@gmail.com

Energetic teacher assistant, seeking a position at your facility. Worked as a teacher assistant for 4+ years. I enjoy creating a learning environment for the children. I am able and willing to share my experience and knowledge with others. I think we all learn something new every day.

Experience

February 2015-August 2019

First United Methodist Christian School

Teacher Assistant-First Grade and Second Grade

* I helped the lead teacher prepare and organize their lesson plans and curriculum.
* I helped supervise the activities in the classroom, between classes, during recess, and on special trips.
* I could reinforce the lessons after the teacher introduced the topic and help the children who needed one-on- one assistance.

March 2014-August 2014

Harbor Freight Tools Inc.

Cashier/Stock

* I helped the customers find and purchase the supplies they needed.
* I helped maintain the inventory stocked.
* I offered the customers membership specials or deals.

October 2009-October 2013

BJ’s Wholesale-Homestead

Loss Prevention Specialist

* I worked with a team to ensure safety and accountability in the prevention of loss at our store.
* I trained other employees about the policy and procedures.
* I assisted the store manager in observing and maintaining a cost efficient and well running business.

February 2009-October 2009

Paradise Gardens Banquet Hall

Special Event Planner and Organizer

* I helped the customer plan and create a special event.
* I worked with many vendors and organized the supplies and materials needed for the event.
* I helped facilitate the schedule on the day of the event, to make the day more enjoyable for the client.

March 2008-September 2008

Dairy Queen

Shift Manager

* I prepared the business to work efficiently throughout the day.
* I stocked the needed supplies or food as needed.
* I helped schedule the employees in an effective way so the business would run effortlessly.

November 2007-January 2008

Walmart

Cashier

* I helped maintain my aisles clean and organized.
* I helped scan the customers merchandize and organized it in the bags.
* I was accountable for the money transactions and gave back change with the receipt.

February 2007-May 2007

Xtreme Sales

Product Manager/Designer

* I designed different merchandise from t-shirts, mugs, and car stickers.
* I used a computer program to help design and create the personalized merchandise.
* I worked in collaboration with the customer to make their product exactly what they wanted.

January 2006-April 2006

Lupe’s Bridal and Boutique

Product Manager/Designer

* I assisted in the planning and designing of special events.
* I worked with outside vendors and providers from the community.
* I designed personalized accessories for the event.

December 2003-June 2004

Chad’s Deli and Bakery

Cashier/Delivery Driver/Food Prep

* I helped customers with their orders, prepped the order, and delivered it.
* I helped close at the end of the day and count the drawers.

October 2001-June 2002

Eckerd’s Photo Lab

Photo Lab Technician

* I processed the orders for different products and merchandise.
* I ran the photo processing machine and created the prints or products for the customer.

August 1998-April 2000

Party City

Supervisor/Cashier/Stock

* I worked together with the employees to keep the store running smoothly
* I filled in wherever there was a need.

November 1995-November 1999

Pizza Hut

Customer Service Representative/Cashier/Delivery Driver

* I took the customers orders, prepped the food, and dispatched the drivers.
* I went on deliveries if it got busy and helped finalize the orders.

Education

January 2015-August 2019

Miami Dade Community College-Homestead Campus

Associates Degree-Early Childhood Education

* Graduated in August with a 3.6 GPA

References

References are available upon request.