

# MICHELLE M. BEATA

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## **OBJECTIVE**

To be able to use my God-given gifts, talents, skills, and experience to be able to serve in a position that would allow me to grow in order to serve in a greater capacity in the ministry of teaching and outreach.

## **PROFESSIONAL EXPERIENCE**

### **CHURCH IN THE GARDENS PRESCHOOL, PBG., FL**

VPK Teacher Assistant, February 2019 - June 2019

- Participated in daily meetings with the Lead Teacher to discuss lesson plans.
- Participated and engaged in implementing lessons to achieve learning goals.
- Supervised and maintained all observations of students educational and behavioral progress.

### **CHRIST FELLOWSHIP CHURCH, PBG., FL.**

CF Kids Preschool 4-5 yr. old Lead Teacher, February 2018 - August 2018

- Prepared Think Orange First Look curriculum and room for all five weekend services.
- Teaching and overseeing five (4-5yr) preschool classes implementing all activities and goals averaging 100 children per weekend.
- Maintained contact with all parents as well as volunteers on a weekly basis including follow ups as necessary.

### **BALLET PALM BEACH, PBG., FL**

Academy Manager, July 2016 - July 2018

- Managed student data and online database.
- Communicated schedules, events and outreach with families and faculty.
- Supervised and ensured entire registration process for both school year and summer programs.
- Managed all ticket sales for performances, fundraisers and events.
- Collaborated with Academy leadership in defining and executing strategic plan initiatives.

### **HOLY SPIRIT LUTHERAN PRE-SCHOOL, JUNO BEACH, FL.**

3yr. Old Lead Teacher, February 2014 - June 2016

- Prepared children for Pre-K (VPK) by introducing concepts they will explore in Pre-K.
- Organized activities centered around God being the source of their world as they explore interests and talents.
- Arranged and implemented schedules and routines to ensure proper cognitive, physical and spiritual development.
- Worked with children in groups as well as one on one.

**CROSS COMMUNITY CHURCH, PBG., FL.**

MOPS Pre-School Teacher, March 2012 - January 2013

- Teaching and overseeing a Pre-school class (4-5yr).
- Created an emotionally, physically and spiritually safe environment where children could experience a life changing connection to Jesus Christ.

**CENTRAL EYES/DR. CHRISTOPHER J. MILLER O.D., PA, JUPITER, FL.**

Practice Manager, October 2005 - December 2012

- Managed front office including all patient communication interactions serving as the central point of contact.
- Responsible for all daily office preparations related to scheduling, finances, and planning.
- Successfully planned, prepared and led weekly, monthly, and annual staff meetings.
- Designed and implemented physical as well as electronic file system.
- Cooperated with numerous private insurance providers to resolve patient-related eligibility issues.
- Integrated office operations with organization software such as Medisoft, MVE and Quickbooks.

**MARANATHA CHRISTIAN ACADEMY, PBG., FL.**

Advanced K5 Teacher, Teacher Assistant, August 1997 - June 2004

- Utilized and implemented ABeka curriculum to an advanced K5 class.
- Provided children with the learning experience that promotes cognitive, social and developmental activities through lesson planning and routines.
- Created and implemented a loving environment with the ultimate goal of enabling children to be able to accept Jesus into their hearts.
- Evaluated children's weaknesses in reading and worked through these areas through a daily reading program, K5-3rd grade.
- Taught Spanish 1st -8th grade.
- Substitute teacher for all classes including front office.

**VOLUNTEER / WORK EXPERIENCE**

- T.O.T Program (Teachers of Tomorrow) FCS.-St. Thomas Episcopal School K4 Assistant.
- First United Methodist Church of Coral Gables-Taught-TGP& assisted and led Sunday school, children's sermons, VBS and The Junior Altar Guild for seven years.
- Oceanview United Methodist Church of Juno Beach-Taught and led Sunday school, Children's Church, children's sermons and VBS for five years.
- Christ Fellowship Church of Palm Beach Gardens-Taught Think Orange curriculum K4 CFKids.
- Cross Community Church of Palm Beach Gardens-Taught K4 Sunday school.
- Living Oaks Church Palm Beach Country Estates-Taught K4 Sunday School and VBS.
- Elevation Church Raleigh- Taught & assisted Think Orange curriculum to Quest K4 in EKids.

## **EDUCATION**

### **PALM BEACH ATLANTIC UNIVERSITY, WPB., FL**

#### **Bachelor of Science in Psychology, April 2002**

- Pursued Bachelor of Science in Psychology
- 3.7GPA

### **MIAMI DADE COLLEGE, MIAMI, FL.**

#### **Associate of Arts in Elementary Education, August 1989**

## **TRAINING**

- CDA Certified
- DCF 45Hrs completed
- CPR/AED Certified-AHA
- Maintained Current CEU's - CCEI, ABEKA, and DCF
- Clean Background and Health Check
- IFA(International Fitness Association) Certification
- Ministry Safe Certificate
  
- Member of the Palm Beach County Childhood Registry

## **ADDITIONAL SKILLS**

- Excellent Organizational Skills
- Bilingual in Spanish
- Computer: Microsoft Office, Mac OS, Medisoft and Jackrabbit.