

MARIA VARGAS

PROFESSIONAL SUMMARY

To utilize my Associate Instructor experience to demonstrate the ability to direct and guide students to approach learning in an exciting and God-given potential way. Passionate Teacher with experience developing and implementing diverse curriculums covering wide range of subjects. Highly skilled at motivating students through positive encouragement and reinforcement of concepts via interactive classroom instruction and observation. Successful in helping students develop strong literacy, numeracy, social and learning skills. Compassionate, creative and effective Teacher with valuable experience in classroom administration, professional development and project planning. Equipped with extensive background in versatile education environments. Student-centric instructor, academic facilitator and motivational coach. Competent at performing independently or as member of teaching team. Well-versed in classroom and online technologies. Energetic educator with proven skills in teaching diverse subjects. Keep classrooms organized and students on-task to facilitate effective learning. Diligent and adaptable in meeting individual student needs with warm, safe educational environments. Industrious educator with solid history of successfully stepping into diverse classroom environments and supporting students with solid lectures, discussions and activities. Implement intervention strategies and discipline management techniques to enhance student success. Trained in attendance, assessment and grading requirements. Caring second grade teacher with 8 years of experience in elementary education instruction. Expert in closely monitoring student progress while implementing modern educational techniques into daily practices. Committed to long-term student success through well-rounded educations.

SKILLS

- Classroom Management
- Project-Based Learning
- Teaching Strategies
- Subject Matter Expertise
- Online Teaching
- Student Motivation

WORK HISTORY

SECOND GRADE TEACHER 07/2023 to Current
Harry E. James Elementary, Hopewell, Virginia

- Taught students subject-specific material, learning strategies, and social skills.
- Collaborated with administrators on classroom policies, management strategies, and discipline.
- Planned lessons according to district standards to cover requirements and prepare for standardized tests.
- Chaperoned field trips to maintain safety and encourage learning.
- Implemented classroom management improvements to enhance class morale and engagement.
- Assessed student progress by administering tests and evaluating results.

- Drove student learning by establishing clear classroom plans and group objectives, as well as actionable strategies to achieve each goal.
- Helped students develop self-esteem and life skills by fostering healthy conflict-resolution, critical thinking, and communication.
- Kept classroom clean, organized, and safe for students and visitors.
- Assessed student learning progress and comprehension with routine tests and standardized examinations.
- Organized classroom supplies and decorated walls to create fun, nurturing settings, and meet learning needs.
- Established and enforced rules of behavior to drive social development and maintain positive interactions.
- Taught core subjects of math, science, technology, and history.
- Created and presented clever lessons to engage students and focus on core subjects necessary for personal and academic growth.
- Prepared and administered grade-specific tests and examinations regulated by school district to monitor students' growth and to report progress to parents.
- Established open communication and positive relationships with students, parents, peers, and administrative staff.
- Met with parents to review Individualized Education Plans for at-risk students.
- Provided warm, supportive environment for developing academic, social, and emotional growth.
- Maintained knowledge of school curricula, standards and policies to correctly prepare students for higher grade levels.
- Maintained student portfolios to monitor learning progress and completion of work required for promotion to next grade level.
- Created lesson plans to correlate with state curriculum standards and devised educational programs to meet educational objectives.
- Designed and presented lesson plans in one or more academic subjects using variety of teaching techniques to appeal to various learning styles within assigned grade level.

SUBSTITUTE TEACHER 08/2020 to 06/2023

Harry E. James Elementary, Hopewell, Virginia

- Repeatedly requested as substitute teacher by teachers based on excellent past referrals and trusted performance.
- Provided instruction for students in core subject areas.
- Kept accurate and current attendance records and assignment sheets to maintain file compliance.
- Supervised lunchroom and recess activities.
- Taught diverse subjects for grades K-8, successfully delivering seamless teaching in absence of regular teacher.
- Took over class for regular classroom teacher, managing assignments, student needs, and recordkeeping.
- Followed classroom plans left by class teacher to continue student education and reinforce core concepts.
- Organized lesson plans using teaching software for long-term interim assignments.
- Maintained day-to-day classroom management and discipline to promote learning initiatives.
- Communicated with parents regarding lesson plans and upcoming activities and provided feedback on student performance.
- Upheld classroom routines to support student environments and maintain consistent schedules.

- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Organized and cleaned teaching areas after daily use to maintain high standards for returning teachers or other substitutes.
- Collaborated with colleagues to develop innovative approaches to teaching.
- Assigned, explained and graded homework.
- Developed and implemented engaging lesson plans to accommodate varied student learning styles.
- Adapted lesson plans and student activities to meet needs of students with special learning needs.
- Enforced school and class rules to maintain order in classroom.

TEACHER'S ASSISTANT 12/2017 to 03/2020

Harry E. James Elementary, Hopewell, Virginia

- Supported student learning objectives through personalized and small group assistance.
- Kept classrooms clean, neat, and properly sanitized for student health and classroom efficiency.
- Handed out classroom materials, like pencils, paper, and crayons.
- Oversaw students in classroom and common areas to monitor, enforce rules, and support lead teacher.
- Maintained safety and security by overseeing students in recess environments.
- Collaborated with teachers for lesson preparation by preparing materials and setting up equipment.
- Helped teachers recognize learning issues evidenced in one-to-one support instruction.
- Graded assignments and reported individual progress to teacher.
- Documented student progress and communicated with parents to keep informed.
- Assisted lead teachers with lesson plan creation and materials development .
- Reviewed lesson material with students individually or in small groups.
- Attended training classes, parent conferences and faculty meetings to stay up-to-date on student progress.
- Worked with lead teacher to monitor class schedule and take attendance.
- Supported classroom activities, tutoring, and reviewing work.
- Partnered with teacher to plan and implement lessons following school's curriculum, goals, and objectives.

PRESCHOOL TEACHER 08/2013 to 12/2017

Saint Joseph Catholic School, Petersburg, Virginia

- Educated students in foundational concepts such as shapes, numbers, and letters.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Gave one-on-one attention to children while maintaining overall focus on entire group.
- Sanitized toys and play equipment each day to maintain safety and cleanliness.
- Worked with teaching staff to evaluate individual progress and recommend appropriate learning plans.
- Assisted and supervised 15 children through entire school day.
- Observed children to identify individuals in need of additional support and developed strategies to improve assistance.
- Monitored students' academic, social, and emotional progress and recorded in individual files.
- Addressed behavioral and learning issues with parents and daycare management.
- Developed weekly lesson plans and activities to engage children and promote learning.

- Maintained organized, fun and interactive classroom to help children feel safe.
- Organized and supervised large and small group activities.
- Guided students to develop social, emotional and physical skills.

ASSOCIATE INSTRUCTOR 09/2012 to 06/2013

ST. Benedict Catholic Elementary School, Richmond, Virginia

- Maintained a safe, respectful, and fun environment for the students
- Guide and assist students in daily enrichment activities
- Motivate and encourage students to successfully complete their assigned homework.

SERVER 01/2011 to 09/2013

Applebee's, Richmond, Virginia

- Prepared restaurant for opening by organizing supplies needed for daily use
- Inspect and ensure the work area is properly sanitized
- Served customers and operate the cash register.
- Cultivated warm relationships with regular customers.
- Worked with POS system to place orders, manage bills, and handle complimentary items.
- Kept server areas clean and stocked to increase efficiency while working tables.
- Used communication and problem-solving skills to resolve customer complaints and promote long-term loyalty.
- Stayed up-to-date on menu changes to help customers make food choices.
- Bussed and reset tables to keep dining room and work areas clean.
- Greeted new customers, discussed specials, and took drink orders.
- Arranged and prepared tables for customers to offer memorable experiences to guests and foster repeat business.
- Used slow periods to restock supplies, ice, trays, and delivery bags.
- Explained menu items and suggested appropriate options for food allergy concerns.

SHIFT MANAGER 10/2008 to 09/2011

Pizzeria Uno Chicago Grill, Chester, Virginia

- Administrative duties to keep work area sanitized and safe
- Created a positive guests dining experience through customer service, effective merchandising, and complete menu knowledge
- Certified to train new employees and to serve alcoholic beverages to guests (National Restaurant Association).
- Cooperated with coworkers to improve customer experience and manage storefront.
- Advised new employees on company procedures and policies to facilitate daily tasks and responsibilities.
- Supervised employees and oversaw quality compliance with company standards for food and services.
- Coached crew members to optimize performance and motivate toward more efficient work.
- Evaluated employee performance and coached and trained to improve weak areas.
- Exercised composure under pressure and in escalated customer service scenarios.
- Set overall vision and provided team leadership.

EDUCATION

Grand Canyon University, Phoenix, AZ

Bachelor of Arts, General Education K-6, Expected in 04/2024

- The University of Arizona Global Campus, Phoenix, Arizona**
Associate of Arts, Early Childhood Education, 04/2019

- English/Spanish (Fluent Speaking & Writing)
- Self-motivation, initiative with a high level of energy.
- Verbal communication skills.
- Decision making, critical thinking, organizing and planning.
- Patience.
- Tolerant.
- Flexible to different situations and personalities
- Virtus trained

- Kristen Gore, 3rd grade Teacher & Intercession Coordinator at Harry E. James Elementary, (804) 541-6408
- Brandon Settle, 5th grade team lead & Intercession Coordinator at Harry E. James Elementary, (804) 541-6408
- Cassie Shelburne, K,4th, 5th Math and Science Instructional Support coach at Harry E. James Elementary, (804) 541-6408

Spanish

Native or Bilingual