

Jon Doe
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SUMMARY OF QUALIFICATIONS:

- 3+ years of experience working with individuals with disabilities and diverse populations
- Experience applying appropriate forms of communication and ABA therapy
- Ability to record and report complex client notes and data using Excel
- Skilled in motivating and developing short and long-term goals with clients

EDUCATION

Bachelor of Arts in Liberal Studies with Emphasis in Special Education
CSU Channel Islands, Camarillo, CA

May 2016

PROFESSIONAL EXPERIENCE

Developing Client Intervention

- Facilitates goal setting in academics and helps tutoring clients follow through to reach the set goals in order to build confidence and enjoyment in learning environments
- Motivates children to complete all homework and studying to the best of their abilities
- Collaborates with tutoring colleagues to share teaching methods and best practices for each individual child and their learning needs

Special Education Knowledge

- Assisted elementary school child with an autism spectrum disorder with performing functional life skills
- Observed behavioral therapy sessions and implemented ABA practices into one-on-one caretaking sessions
- Demonstrates sound judgment and communicates clearly to perform appropriate interventions when necessary

Data Entry, Reporting, and Presentation

- Reports successes, progress, and areas of necessary additional help to parents after weekly tutoring sessions
- Researched and presented on characteristics and forms of diagnosis for individuals with autism spectrum disorders
- Developed Excel data entry method to track students' achievements during tutoring sessions

WORK HISTORY

Tutor, Teach Me!, Camarillo, CA
Caretaker, Private Caretaking, Newbury Park, CA

June 2012- Present
Feb. 2011- July 2012

COURSE WORK

Introductory Education Environments
Individuals in Society with Disabilities
Child and Adolescent Development