

# Melissa Ramos

200 Franklin St. Haverhill, Ma. 01830

Tel. 978-972-1171 / e-mail: m.ramos82@yahoo.com

## ***Professional Profile***

Eager to bring early child education into the twenty-first century using a unique combination of education experience coupled with three years' background.

- Hold three years of study in English Arts of Education.
- Experienced in use of the Internet and educational software.
- Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of knowledge in children.

## ***Education and Certification***

### **Provisional Certifications**

PR State Elementary Education. 2009-2013

### **Key Qualifications**

Certified in Elementary Education Math and Science bilingual

Plan and instruct each subject area using wide variety of teaching aids, motivational and implementation strategies to engage students in active learning.

Incorporate learning modality principles into classroom and individual instruction. Develop and conduct inter-grade activities. Utilize Heath automated math management system.

Implement technological approaches to subject material. Research educational resources on the Internet. Assist with information retrieval.

### **Computer Skills**

- Software (IBM and MAC environments): Microsoft Windows® and DOS, WordPerfect, Microsoft Word.
- Excellent working knowledge of the Internet
- System installations and debugging; terminal/printer operations

## ***Employment***

### **Professional Development in Education**

- **Sub-Teacher: Greater Boston Academy**, March 2015 to May 2015, Stoneham, Ma.
- **Teacher: Bella Vista Adventist Academy**, August 2008 to August 2011, Mayaguez, PR
- **Department Supervisor: Babies R Us**, August 2006 to June 2008, Salem, NH
- **Fulfillment Associate Team Lead: Merrill Daniels, LLC**. February 2002 to October 2005, Woburn, MA

## ***Professional Affiliations***

Seventh Day Adventist Association of the West, PR

## ***Languages***

Fluent English and Spanish reading, writing and speaking.