

Amy Ortiz

About Me

An organized professional with proven teaching, guidance, and counseling skills. Possess a strong track record in improving test scores and teaching effectively. Ability to be a team player and resolve problems and conflicts professionally. Skilled at communicating complex information in a simple and entertaining manner. Looking to contribute my knowledge and skills in a school that offers a genuine opportunity for career progression.

Contact Info



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Linkedin.com/in/username

Education

B.S. GENERAL EDUCATION

*University of Illinois
Chicago, IL
2011 - 2013*

A.A. MASS COMMUNICATION

*University of Illinois
Chicago, IL
2009 - 2011*

Skills

Excellent With Children

Teaching Assistance Expert

Communication Skills

Interpersonal Skills

Time Management Skills

MS Office Suite

Modern Classroom Technology

Certifications

TEACHING ASSISTANT COURSE

*Adult Education Centre
Chicago, IL / 2017*

CELTA (Certificate In Teaching
English To Speakers Of Other
Languages)

*Cambridge CELTA Course Online
2016*

Professional Experience

2015 - Present

ENGLISH TEACHER / *Pathways Primary School, Jacksonville, FL*

- Met parents and school governors; maintain discipline in the classroom; methodically provide resources for lessons; simplify lesson plans in line with curriculum objectives and assist students to prepare for examinations in a 2,500+ student school
- Assess and look after 150+ students' progress throughout the term and work closely with other staff to efficiently plan and coordinate work
- Provide informative presentations to students regarding different areas of studies and ensure that all students fully comprehend all aspects
- Trained four new English teachers, emphasizing the importance of classroom control

2011 - 2015

TEACHING ASSISTANT / *Mount Hill Secondary School, Jacksonville, FL*

- Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to students who required extra guidance
- Worked closely with the other teachers to ensure all avenues of the curriculum are met and delivered lessons the students
- Adopted distinctive teaching methodologies, documented all lessons, organized healthy group discussions, and mentored troubled students