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| **MACKENZY****RAGLAND**

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| **SKILLS*** Software Proficiency
* MS Office
* Google Workspace
* Google Drive operation
* Decision-Making
* Supervision and leadership
* Attention to Detail
* Organization and Time Management
* Interpersonal Communication
* Public Speaking
* PPE use
* Organizational Skills
* Team building
* Problem-Solving
* Project Planning
* Good Telephone Etiquette
* Analytical Thinking
* Active Listening

**EDUCATION****South plains college** Levelland, Texas ***AA- Associates of Art degree*** **West Texas A&M University** Canyon, Texas ***Bachelor of Science Degree*** ***Generic Spec Education,*** ***Elementary***  |
| **References****Rebecca Robinson - TLC Teacher/Mentor, Randall High school** **rebecca.robinson@canyonisd.net****Min Wha Han- WTAMU Advisor, West Texas A&M University** **mhan@wtamu.edu****Kami Miller - High school Teacher/ Mentor, Seagraves High School****Kami.2006@sbcglobal.net** |

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| **PROFESSIONAL SUMMARY**I plan to teach special education EC-12, more so in the high school classroom. I want to work more with the older students to help them develop everyday life skills and to carry on with them as they graduate.I have experienced what it can be like in a classroom, I used to work in Canyon ISD for a TLC classroom as a paraprofessional my last year of college. As it will be mentioned, I did an August experience for a class at a local high school and was later called in for an interview with that school for a position as a TLC Aide. I am an organized and dependable candidate who is successful at managing multiple priorities with a positive attitude. I possess a willingness to take on added responsibilities to meet team goals. I am a detail-oriented team player with strong organizational skills. I believe I have the ability to handle multiple projects simultaneously with a high degree of accuracy. My goal is to seek and maintain a full-time position that offers professional challenges utilizing excellent time management as well as interpersonal and problem-solving skills. |
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| **CERTIFICATION STATUS*** PPR, not completed, December 2021
* Generic Special Ed Certification, Not completed, ID#:2365493
* Currently in Iteach Program

**WORK HISTORY****Randall High School** - **Paraprofessional Educator** *Amarillo, TX* •  *09/2022* - *Current* * Provided support to help students with special needs learn and grow.
* Provided support during classes, group lessons, and classroom activities.
* Supported student learning objectives through personalized and small group assistance.
* Oversaw students in classroom and common areas to monitor, enforce rules, and support lead teacher.
* Assisted teachers with classroom management and document coordination to maintain positive learning environment.
* Delivered curriculum in both one-on-one lessons and group learning environments.
* Delivered personalized educational, behavioral, and emotional support to individual students to enable positive learning outcomes.
* Kept classrooms clean, neat, and properly sanitized for student health and classroom efficiency.
* Maintained inclusive learning environment to enable students to gain maximum benefit from lessons.
* Monitored student classroom and outdoors activities to promote student safety.
* Prepared instructional materials for group and one-on-one use to comply with established curriculum.
* Applied specialized teaching techniques to reinforce social and communication skills.
* Assessed student social, emotional, and academic needs to plan goals appropriately.
* Maintained safety and security by overseeing students in recess environments.
* Oversaw groups of students at school and off-site locations, maintaining optimal safety and security.
* Organized and led practice, research and lab assignments.
* Assisted in maintaining engaging and respectful educational environment by promoting discipline and cooperation.
* Relieved classroom teacher during breaks and maintained order and structure in classroom.
* Administered tests and assessments to evaluate student progress and performance.
* Prepared instructional materials, constructed bulletin boards, and set up work areas.
* Reported on student progress, behavior, and social skills to parents.
* Tailored lesson plans for students with emotional and cognitive disabilities.
* Supervised students on field trips for safety and proper behavior in public settings.
* Monitored students on field trips, handling roll call, and group movement to keep students safe in public settings.
* Helped teacher prepare instructional material and displays.
* Assisted students in developing deeper understanding of course concepts by providing one-on-one support.
* Enforced rules and instructions to maintain discipline.
* Cleaned, organized and restocked classrooms for upcoming classes.
* Took part in professional development workshops to boost my own teaching and comprehension skills.
* Demonstrated specific skills and activities for students to improve understanding and take excess workload off teachers.
* Developed and implemented strategies to improve student engagement.
* Collaborated with instructors to develop engaging lesson plans.
* Laminated teaching materials to increase durability under repeated use.
* Maintained and operated classroom equipment to maximize use and lifespan.
* Helped teachers manage bus loading and unloading.
* Graded and provided feedback on assignments.

**Canyon, TX** - **Heritage Hills Volunteering/ Observation** *Fall 2021** Volunteer hours for a class at WTAMU, spent time a full semester in the fall observing a Special Education classroom at Heritage Hills elementary, and often came back if they were shorthanded and needed help with students for a short period.
* Skilled at working independently and collaboratively in a team environment.
* Self-motivated, with a strong sense of personal responsibility.
* Proven ability to learn quickly and adapt to new situations.
* Worked well in a team setting, providing support and guidance.
* Worked effectively in fast-paced environments.
* Managed time efficiently to complete all tasks within deadlines.
* Demonstrated respect, friendliness and willingness to help wherever needed.
* Excellent communication skills, both verbal and written.
* Passionate about learning and committed to continual improvement.
* Proved successful working within tight deadlines and a fast-paced environment.
* Strengthened communication skills through regular interactions with others.
* Organized and detail-oriented with a strong work ethic.
* Adaptable and proficient in learning new concepts quickly and efficiently.
* Paid attention to detail while completing assignments.
* Used critical thinking to break down problems, evaluate solutions and make decisions.
* Worked flexible hours across night, weekend and holiday shifts.

**MY LITTLE PLAYHOUSE** - **CHILD CARE TEACHER** *Brownfield, TX* •  *05/2019* - *08/2019* * I planned lessons, maintain schedule of activities, communicated with director when problems arose, maintained clean classroom, helped established a comforting and secure environment.
* Engaged with children on individual basis to build positive relationships and promote learning.
* Sanitized toys and play equipment each day to maintain safety and cleanliness.
* Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
* Observed children to identify individuals in need of additional support and developed strategies to improve assistance.
* Consulted with parents to build and maintain positive support networks and support continuing education strategies.
* Instructed children in health and personal habits, such as eating, resting, and toileting.
* Organized small groups of children while transitioning to and from outdoor play.
* Taught basic education principles while complying with IEP and ARD goals.
* Maintained tidy environment to comply with cleanliness and sanitation standards.
* Assisted in preparation of meals and snacks to provide children with proper nutrition.
* Gathered materials and resources to prepare for lessons and activities.
* Actively encouraged children to develop their communication, problem-solving and social skills.
* Intervened in disruptive behavior, using positive reinforcement strategies to redirect and calm children.
* Documented behavior, development and learning of children to enable tracking history and maintain accurate records.
* Taught hand washing and proper use of utensils to promote good hygiene and etiquette habits.
* Promoted physical, academic, and social development by implementing diverse classroom and outside activities.
* Implemented curriculum to enhance classes with learning-focused activities.
* Utilized technology to develop instructional materials and activities for children.
* Established positive relationships with students and families.
* Created safe and nurturing learning environment for preschoolers.
* Guided students to develop social, emotional and physical skills.
* Modeled positive behavior and communication skills for students.
* Planned and executed activities to stimulate physical, social and intellectual growth.
* Monitored classroom to verify safe and secure environment.
* Organized and supervised large and small group activities.
* Collaborated with teachers, parents and administrators to facilitate positive outcomes for students.
* Implemented age-appropriate curricula to meet needs of young learners.
* Developed innovative activities to engage young children in learning process.
* Supported students in developing self-esteem and self-confidence.
* Organized activities to teach preschool children foundational learning skills such as letters and numbers.
* Incorporated music, art and literature into curriculum.
* Utilized creative teaching strategies to engage students in classroom.
* Protected children in-class, at recess and off-site with observational skills and positive reinforcement for good behavior.

**CLASSROOM EXPERIENCES*** Volunteering at Heritage Hills Elementary Canyon ISD
* TLC AIDE at Randall High School, Canyon ISD

**ACTIVITIES**I created my own student organization at WTAMU, found a faculty advisor for the organization, became the organization’s president, and created a community for club members to socialize with others who share similar interests. It forced me to step outside my comfort zone more than once, and it strengthened my leadership, team building, and teamwork skills. |

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