

Lenny Paulinsky

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Objective: Interested in the position of a Vocational Training Instructor

Highlights:

- ♦ Expanded number of trainee positions available in local businesses by 50%.
- ♦ Developed and implemented a fund-raising program among local businesses and individual donors for purchasing new classroom equipment and technology.
- ♦ Successfully teamed unimpaired students with disabled students to enhance the learning experience for both student groups.

Employment: *Blue Bird High School* *New York*
Vocational Training Instructor 3/3/2007 to Present

- ♦ Taught general vocational classes that included professional behavior and appearance, communication skills and basic mathematics, as well as specialized vocational classes in repair of home appliances and basic automotive repair.
- ♦ Developed classes that included mini-lectures, discussion of cases, hands-on practice and field trips to local businesses.
- ♦ Tested and evaluated achievement of student in technical knowledge and trade skills.
- ♦ Placed students in trainee and apprenticeship positions.
- ♦ Taught students with disabilities.

Richmont High School *New York*
Admissions Clerk 3/3/2005 to 3/3/2007

- ♦ Promoted from Clerk I to Clerk II.
- ♦ Reviewed incoming applications to check for completeness.
- ♦ After Admissions Committee made their selections, initiated computer-generated acceptance and rejection letters.
- ♦ Answered applicant inquiries in person and by telephone.

Experience: *Lakeshore High School* *New York*
Shop Volunteer 3/3/2004 to 3/3/2005

- ♦ In senior year, provided voluntary assistance to shop teacher during free period and after school.

Education: *New York State University* *New York*
Bachelor of Arts in Vocational Training 2005

- ♦ Graduated with a 3.4 grade point average.

References: Available upon request