## **Bertha Biggins**

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**Objective:** An interesting and challenging position as a Montessori Teacher with a reputed school or education institution.

 Experience:
 Little Flower Montessori School
 Rutherford, OH

 Montessori Teacher
 2007 to Present

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- Made children feel comfortable with the classroom environment by having a conducive environment that assisted in helping children learn.
- Assimilated arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
- Instructed and monitored students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Identified children showing signs of emotional, developmental, and health-related problems, and discussed them with supervisors, parents and guardians, and child development specialists.
- Performed administrative duties such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading.
- Provided disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- Selected, stored, ordered, issued, and inventoried classroom equipment, materials, and supplies.
- Applied various teaching tools and aids like computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Taught basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Prepared scheduled lesson plans in consultation with other teachers.
- Demonstrated activities to children.
- Maintained accurate and complete student records, reports on children and activities, in accordance with school policies.
- Planned and conducted activities for a balanced program of instruction, demonstration, and work time that provided students with opportunities to observe, question, and investigate.
- Met with parents and guardians, counselors, and administrators to discuss and resolve students' behavioral and academic problems.
- Prepared teaching materials, classrooms, and other indoor and outdoor spaces to facilitate creative play, learning and motor-skill activities, and safety.
- Provided a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.

- Conducted reading activities for the entire classes and small groups.
- Organized and led activities designed to promote physical, mental, and social development such as games, arts and crafts, music, and storytelling.
- Planned and supervised class projects, field trips, visits by guests, and other experiential activities, and guided students in learning from those activities.

| Education:  | State University of Ohio<br>Bachelors in Education                    | Rutherford Ohio<br>2007 |
|-------------|---|-------------------------|
|             | Montessori Teachers Training Institute DIploma in Childhood Education | Rutherford, OH<br>2010  |
|             | Montessoi Teachers Training Institute<br>Certified Montessori Teacher | Rutherford, OH<br>2011  |
| Deferrences |   |                         |

**References:** Available upon request