Silvia J. Sullivan

Inverness, Florida 34452

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**SKILLS AND QUALIFICATIONS:**

* Spanish teacher K-12
* ESOL Paraprofessional Marion County Public Schools
* ESOL Paraprofessional Hernando County School District
* EPI Education Program at Pasco-Hernando State College
* Bilingual paraprofessional 1st and 2nd grade at the American Nicaraguan School in Nicaragua.
* Four-year degree in Hotel Management and Tourism with experience working in the hotel industry in Nicaragua.
* Administrative operations such as organization, multi-tasking, computer and team work with superior attention to detail.
* Real Estate Assistant working in a real estate office.
* Fully bilingual – Spanish and English

**EDUCATION:**

**World Language -Spanish (K-12):** Professional educator’s certificate valid for 5 years (2017-2022)

**Pasco-Hernando State College:** Education Preparation Institute (EPI) - March, 2014 with field experience.

**Licenciatura:** (four year degree) Hotel Management and Tourism, University of Business Sciences, Managua, Nicaragua (March, 1992 – February, 1994 and January, 1999-May, 2001).

**High School Diploma:** American Nicaraguan School, Managua, Nicaragua (October, 1980- December, 1988).

**COMMUNITY SERVICE/VOLUNTEER ACTIVITIES:**

Our Lady of Fatima Catholic Church: 5th grade religious education teacher for Sunday school

September, 2014 – May, 2018

# WORK EXPERIENCE:

**Spanish teacher (9-12 grade)**

August, 2017 – present

Belleview High School

Belleview, Florida

* **Planning and preparation**: demonstrate knowledge of content and pedagogy, design coherent instruction, design assessments, create an environment of respect and rapport, establish a culture of learning, manage classroom procedures, manage student behavior, and organize physical space.
* **Instruction:** communicate with students, use questioning and discussion techniques, engage students in learning, use assessment in instruction, demonstrate flexibility and responsiveness.
* **Other responsibilities:** Plan activities that offer differentiated learning experiences, utilize district curriculum maps, collaborate with peers to enhance instructional environment, engage in continuing professional growth.
* **Skills and abilities**: accuracy, communication, problem solving, working under pressure, computer skills.

**ESOL Paraprofessional**

August, 2014 – May, 2017

Lake Weir Middle School

Summerfield, Florida

* Assist, support, and work closely with teachers in providing educational benefits to the ESOL students using strategies that are beneficial for the students.
* Work with individual students or small groups.
* Plan, prepare, and develop materials to reinforce classroom lessons.
* Translate for Spanish speaking parents in conferences, IEP meetings and any other meeting where the parents need an interpreter.
* Participate in ELL meetings. Administer the Access 2.0 Assessment (WIDA) to students once a year to measure the progress of ELL proficiency in English.
* Alert certified staff of any problem or important information about an individual student. Perform morning duty and lunch in the cafeteria.
* Participate in district in-service trainings. Communicate with parents about ESOL activities, students’ progress, and students’ behavior.
* Proctor for math and reading for FSA testing.

**ESOL Paraprofessional**

August 2013 – June, 2014

Brooksville Elementary School/West Hernando Middle School

Brooksville, Florida

Brooksville Elementary:

* Assist, support, and work closely with teachers in providing educational benefits to the ESOL students using strategies that are beneficial for the students.
* Work with individual students or small groups providing RtI. Plan, prepare, and develop materials to reinforce classroom lessons.
* Help the ESOL staff specialist with the CELLA test for ELL students. Alert certified staff of any problem or important information about an individual student.
* Morning supervision of students at the court yard and cafeteria.
* Participate in district in-service trainings. Communicate with parents about ESOL activities and students’ progress.

West Hernando Middle School:

* Replace full time classroom teacher for a period of time. Implement existing lesson plans by following the teacher’s instructions.
* Guide students through planned activities.
* Maintain effective classroom management strategies.
* Encourage student participation.
* Collect students’ papers and assignments.

**Provider Services Specialist 1**

December, 2008 – August, 2013

Early Learning Coalition of the Nature Coast - Crystal River, FL. (ELCNC)

**Translator/Proofreader (English-Spanish & Spanish – English)**

July 2007 to April 2008

Foundation for the Advancement of Mesoamerican Studies, Inc. - Crystal River, FL. (FAMSI)

### Real Estate Assistant

January 2005 to May 2007

Galaxy of Homes Realty, Inc. Beverly Hills, FL.

**Sales & Marketing Coordinator/Executive Bilingual Secretary**

April 2000 to July 2002

Hotel Real Inter-Continental Metrocentro, Managua, Nicaragua.

## Bilingual Secretary: Legal Department

November 1998 to May 1999

“Bellsouth”, Managua, Nicaragua

## Sales Coordinator/Executive Bilingual Secretary

## July 1999 to March 2000

## April 1996 to November 1998

Hotel Inter-Continental Managua, Managua, Nicaragua (Now: “Crown Plaza”)

## Paraprofessional: 1st & 2nd grade

## August 1989 to July 1995

American Nicaraguan School, Managua, Nicaragua

* Help prepare daily lessons and teaching materials.
* Work closely with the classroom teacher to supervise students and assist them in daily classroom lessons.
* Grade students’ assignments. Assist Spanish, Computer, Art and Music teachers in the classroom.
* Maintain classroom bulletin boards. Supervise students during recess.

**REFERENCES AND SEALED TRANSCRIPTS:**

* Available upon request