

Tina Sutton

Brooklet, GA 30415

tmsuttonusa@icloud.com

912-344-7457

Proactive and organized individual seeking an Administrative Assistant position with a great organization. Offering 10+ years' hands-on experience in providing high quality managerial support, inventory management and in-house coordination.

#readytowork

Authorized to work in the US for any employer

Work Experience

Long Term Substitute Teacher

ESS Education - Savannah, GA

September 2019 to Present

Working in long term assignments. Worked as a Support Facilitator and currently working as a long term 4th grade teacher.

- As a substitute teacher I followed regular teacher's lesson plans that ensured consistency and optimal learning encouraging students to participate.
- Assigned class work and homework as necessary according to lesson plans.
- Modified teaching styles to fit the learning styles of various students.
- Maintained well managed classroom and positive learning environment.
- Supervised students out of class such as in the hallways and playground.

Substitute Teacher

Bulloch County School District - Statesboro, GA

April 2019 to Present

- As a substitute teacher I followed regular teacher's lesson plans that ensured consistency and optimal learning encouraging students to participate.
- Assigned class work and homework as necessary according to lesson plans.
- Modified teaching styles to fit the learning styles of various students.
- Maintained well managed classroom and positive learning environment.
- Supervised students out of class such as in the hallways and playground.
- Collaborated with teaching staff to devise and implement coordinated educational strategies and student support networks.

Probation's Aide

Middle Georgia Probation, LLC - Pooler, GA

January 2018 to December 2018

- As a Probation's Aide assisted the Probation office's staff with the functioning of Company's operations at all levels.

- Duties included: support to six probation staff and management in performing routine job related tasks and special projects; maintained respectful relationships with probationers, victims, and other relevant information in records management system; escorted probationers to designated areas within the building; maintained attendance, progress, and other activities related to probationer performance; ordered supplies and performed related duties as assigned. Translated documents from English to Spanish.

High School Spanish Teacher

Chatham County Schools District - Savannah, GA

February 2017 to December 2017

- Implemented and delivered an appropriately broad, balanced, relevant and differentiated curriculum for 110 students and supported designated curriculum area as appropriate.
- Monitored and supported overall progress and development of students as a Teacher/Form Tutor.
- Facilitated and encouraged a learning experience which provided students with the opportunity to achieve their individual potential.
- Contributed to raising standards of student attainment.
- Shared and supported the school's responsibility to provide and monitor opportunities for personal and academic growth.

Substitute Teacher

Source4Teachers Educational Staffing Solutions - Savannah, GA

September 2016 to February 2017

- Maintained discipline and classroom control that fostered a safe and positive learning environment for all students and staff in accordance with school and county policies.
- Ensured the adequate supervision to assure health, welfare, and safety of all student.
- Took all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Reported to office upon arrival at school; checked mailbox of absent teacher for materials requiring immediate attention; requested clarification of school rules and procedures.
- Implements lesson plans, while ensuring the integrity of academic time and in a manner which motivated students to learn and participate.

Special Ed. Teacher

Orange County School System - Orlando, FL

August 2014 to October 2015

- Provided direct and indirect instructional support to students in a positive environment.
- Employed special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory.
- Instructed students in academic subjects using a variety of techniques such as phonetics, multi-sensory learning, and repetition to reinforce learning and to meet students' varying needs and interests.
- Taught socially acceptable behavior, as determined by the students' individualized education programs (IEPs) by employing techniques in an overall positive behavioral support system.

Administrative Assistant

Department of Defense - Fort Lewis, WA

January 1986 to January 1996

- Generated memos, emails and reports when was requested by Managers.

- Assisted in training of ten staff members and new hires.
- Managed workflow, responded to questions and requests for information.
- Answered a daily average of 100 incoming calls, organized and scheduled appointments.
- Updated and maintained office policies and procedures.
- Booked travel arrangements.

Education

Master of Science in Special Education-Varying Exceptionalities

University of Central Florida - Orlando, FL

2012

Bachelor of Arts in Spanish

University of Central Florida - Orlando, FL

2007

Associate of Arts in Education

Valencia College - Orlando, FL

2005

Skills

- Organizational Skills (10+ years)
- Time Management (10+ years)
- Teaching (4 years)
- CPR
- Administrative Assistant (10+ years)
- Outlook (3 years)
- Receptionist (10+ years)
- Accounts Payable (1 year)
- Word (10+ years)
- Microsoft Excel (10+ years)
- Billing (1 year)
- Data Entry (10+ years)
- MS Office (10+ years)
- Microsoft Office (10+ years)
- accounting (3 years)
- Excel
- Filing (10+ years)
- Scheduling (2 years)
- Administrative Experience (10+ years)
- Front Desk (4 years)
- Microsoft Outlook (10+ years)
- Microsoft Word (10+ years)
- Schedule Management
- Project Scheduling
- Special Education

- Records Management
- DoD Experience (5 years)
- Autism Experience (8 years)
- Tutoring
- Classroom Management (8 years)
- Curriculum Development
- Developmental Disabilities Experience (5 years)
- Experience Working With Students
- Experience with Children
- Math
- Special Needs
- Translation

Certifications and Licenses

Special Education FL Temporary Certification

June 2018 to June 2022

Assessments

Administrative Assistant — Proficient

January 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/08cd5933948b569047cc835746c83b61eed53dc074545cb7

Administrative Assistant — Proficient

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/5ebb197eb806d4d447b7baf00a875c64eed53dc074545cb7

Teamwork: Interpersonal Skills — Proficient

September 2019

Resolving disputes, solving team problems, and understanding nonverbal cues.

Full results: https://share.indeedassessments.com/share_to_profile/9ce5b9bcb4b4dd53d23d31678cd3d7d9eed53dc074545cb7

Accounting Skills: Bookkeeping — Proficient

September 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/1df7bb1c1bd2a3e84f9ad91ceafd3058eed53dc074545cb7

Personality: Hard-Working — Proficient

August 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: https://share.indeedassessments.com/share_to_profile/51673df615bf33661293c544403ea3baeed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.