



Jailene Martinez

49 Tyler Park Lowell, MA 01851 978-995-3149

jailene.martinez@yahoo.com

OBJECTIVE

Enthusiastic and motivated worker who thrives in creative environments. Passionate about making connections with people. Aiming to use my knowledge to not only educate others, but to influence them as well.

SKILLS

- Able to multitask
- Able to adapt to any situation or environment
- Knowledgeable about technology
- Leadership skills
- Knowledgeable in different subject areas
- Patient
- Organized
- Power Point

WORK EXPERIENCE

OFFICE ASSISTANT • MENTAL HEALTH ASSOCIATION OF GREATER LOWELL • SUMMER 2014

Responsibilities included organizing files in a specific order, making sure that the office area was clean, and assisting managers when needed.

USHER • SHOWCASE CINEMA DE LUX LOWELL • 2016 - 2020

Had multiple duties that included assisting and directing customers, maintaining cleanliness in all theatre areas, and monitoring any problems or disruptions related to temperature, picture or sound.

PARAPROFESSIONAL • JAMES SULLIVAN MIDDLE SCHOOL • JANUARY 2020 - JUNE 2020

My duties as a paraprofessional were to assist the student with classroom activities and to monitor them during lunch and recess. I also assisted in collecting student data. I was responsible for communicating concerns to the teachers and the special education coordinators. I worked with the student in general classrooms. I was also responsible for maintaining and organizing the student's records.

PARAPROFESSIONAL • KATHRYN PHILBIN STOKLOSA MIDDLE SCHOOL 2020 - 2021

My duties as a paraprofessional were to assist the students with classroom activities and assignments and to monitor them during lunch and recess. I was responsible for communicating concerns to the teacher and the social workers. I worked with the students in both special education and mainstream classrooms. I was also responsible for reporting certain behaviors of the students in a chart.

PARAPROFESSIONAL • COLLEGIATE CHARTER SCHOOL OF
LOWELL 2021 – PRESENT

My duties as a paraprofessional were to assist the students with classroom activities and assignments and to monitor them during lunch and recess. I was responsible for administering assessments and for communicating any concerns to the Academic Quality Controller. I worked with the students in a general classroom.

EDUCATION

Diploma • 2010 – 2014 • Lowell High School

- 3.5 GPA
- Honor Roll
- Perfect Attendance

Bachelor of Liberal Arts • 2014 – 2019 • University of
Massachusetts Lowell

- 2.83 GPA
- Dean's List
- Major in Liberal Arts, concentrations in Psychology and Education

VOLUNTEER EXPERIENCE

- In 2013, I worked with the donation team to accept donations from people attending the Lowell Folk Festival.
- I helped assist employees with different tasks and worked with the members at Girls Inc. in Lowell in 2014.
- In 2019, I was a group leader for VBS summer camp. My responsibilities were to make sure that the children were participating and following directions during activities and games and to make sure that the children were behaving properly.
- Since 2009, my responsibility as a leader for E-Kids, a Sunday school children's program at Ebenezer Assemblies of God Church, has been to create lesson

plans, make sure that the students behave and learn,
and chaperone on field trips.