





# NIVEDITA KUMAR

## *KINDERGARTEN TEACHER ASSISTANT*

### CONTACT

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(123) 456-7890   
Los Angeles, CA   
[LinkedIn](#) 

### EDUCATION

Bachelor of Science  
Education  
University of Pittsburgh  
2013 - 2017  
Pittsburgh, PA

### SKILLS

Student performance  
Thorough  
Persistent  
Teamwork

### CERTIFICATIONS

Certified Teacher Assistant,  
CA

### WORK EXPERIENCE

#### Kindergarten Teacher Assistant

Washington Elementary School  
2019 - current / Los Angeles, CA

- **Educated and supervised 33 children**, and provided regular feedback to parents.
- Provided effective online classroom management during COVID-19.
- Established trusting relationships with students and families by acting as a respectful and supportive advocate, communicating within 24 hours, and sending timely progress reports.
- Input grades, processed report, and alerted parents to potential learning issues.

#### Teacher Assistant

Washington Elementary School  
2018 - 2019 / Los Angeles, CA

- **Revised lesson plans for clarity, rigor, and relevance** with guidance from instructional coaches.
- Collaborated with department teams and with coaches to resolve behavioral challenges and to implement effective disciplinary action, improving student engagement by 13%.
- Assisted students in meeting objectives by tutoring small groups of 4-5 children.
- Graded assignments, made copies, and prepared teaching materials for the following day.

#### Administrative Assistant

Lehman Employment Law Offices  
2016 - 2018 / Los Angeles, CA

- Collected accurate demographic and financial info from 10+ clients a day for billing purposes.
- Acted as the first point of contact for clients, and directed calls to the appropriate staff.
- Drafted memos, ran copies, and delivered mail and notices on behalf of the law team.