

NIVEDITA KUMAR

Kindergarten Teacher Assistant

CERTIFICATIONS

Certified Teacher Assistant, CA

EDUCATION

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

SKILLS

Thorough
Persistent
Student Performance
Prioritization
Teamwork
Approachable

CONTACT

✉ nive.kumar31@gmail.com
☎ (123) 456-7890
📍 Los Angeles, CA
🌐 [LinkedIn](#)

CAREER OBJECTIVE

Dedicated Kindergarten Teacher Assistant with experience in administrative work looking for an opportunity at a growing school where I can facilitate the growth and education of students with compassion and structure.

WORK EXPERIENCE

Kindergarten Teacher Assistant

Washington Elementary School

2019 - current / Los Angeles, CA

- Educated and supervised children in accordance with school policy while providing regular feedback to parents.
- Provided effective classroom management & maintained all cleaning and health standards during Covid-19.
- Established trusting relationships with students by acting a respectful and supportive manner to foster growth.

Teacher Assistant

Washington Elementary School

2018 - 2019 / Los Angeles, CA

- Helped revise lessons for clarity, rigor and relevance, with guidance and support from instructional coaches.
- Collaborated in teams and with coaches to resolve challenges and implemented instructional improvements.
- Assisted students in meeting the essential skills required by school policy.

Administrative Assistant

Lehman Employment Law Offices

2016 - 2018 / Los Angeles, CA

- Acted as the 1st step in billing by collecting accurate demographic and financial information from clients.
- Acted as the first point of contact for clients and directed their calls to the appropriate staff members.
- Created weekly reports summarizing performance metrics to streamline decision making.