

NIVEDITA KUMAR

Kindergarten Teacher Assistant

✉ nive.kumar@email.com

☎ (123) 456-7890

📍 Los Angeles, CA

🌐 [LinkedIn](#)

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.
- Created reports 2 times a week, summarizing performance metrics for decision-making.

EDUCATION

Bachelor of Science
Education

University of Pittsburgh

📅 2013 - 2017

📍 Pittsburgh, PA

SKILLS

- Student performance
- Thorough
- Persistent
- Teamwork

CERTIFICATIONS

- Certified Teacher Assistant, CA