

# Jane Doe

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(123) 456-7890  
Los Angeles, CA

## Professional Summary

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Dedicated and organized Teacher Assistant with 3+ years of experience supporting lead teachers in classroom management, lesson planning, and student engagement. Adept at fostering a positive learning environment and assisting students with diverse needs.

## Skills

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- Classroom Management
- Lesson Preparation
- Individual & Group Instruction
- Special Education Support
- Communication & Collaboration
- Behavioral Guidance
- Technology Integration

## Professional Experience

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Teacher Assistant *Greenwood Elementary School*

Sep 2021 – Present

- Assist lead teacher in daily classroom activities for a class of 25 students, grades 2-3.
- Provide one-on-one and small group tutoring to reinforce lesson concepts.
- Support the implementation of individualized education plans (IEPs).
- Prepare instructional materials and hands-on learning activities.

Paraprofessional *Maple Middle School*

Aug 2019 – Aug 2021

- Assisted in managing student behavior and fostering a safe classroom environment.
- Worked closely with special education staff to support students with learning disabilities.
- Participated in parent conferences and faculty meetings as required.

## Education

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Associate of Arts in Education *Santa Monica College*  
2019

## Certifications

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- Certified Teacher Assistant, State of California
- First Aid & CPR (American Red Cross)

## References

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Available upon request.