Anderson, AA 11111 | (333)333-3333 | anderson396@marshall.edu |

Airiana Anderson

Links

- Airiana Anderson's Portfolio

Professional Summary

Early Childhood Educator dedicated to nurturing a strong foundation for lifelong learning in young children. With a passion for creating engaging, developmentally appropriate experiences, I am committed to helping students build positive study habits, social skills, and independence from an early age. I actively participate in professional development seminars, faculty meetings, and parent-teacher conferences to stay connected with the evolving needs of both students and families. Known for fostering inclusive, supportive classroom environments, I prioritize open communication with parents to ensure each child's growth is celebrated and encouraged, supporting a smooth transition through their early educational journey.

Skills

- Skilled in creating a positive and structured learning environment that promotes engagement, respect, and cooperation among young children.
- Strong ability to provide individualized support to children, enhancing cognitive, language, and social-emotional development through targeted activities.
- Strong communication skills in partnering with families, offering resources and strategies to reinforce learning and behavior development at home.
- Committed to creating an inclusive classroom environment that honors
- Experienced in developing and implementing age-appropriate, child-centered lesson plans that support diverse learning styles and developmental needs.
- Proficient in using tools like the Creative Curriculum and CLASS to assess student progress and adjust teaching strategies for optimal outcomes.
- Comfortable incorporating developmentally appropriate technology tools to enhance learning experiences, with a balanced approach to screen time.

diversity and supports each child's background and experiences.

Work History

PRESCHOOL TEACHER/ONSITE SUPERVISOR 08/2024 to Current
Southwestern Community Action Council, Huntington, WV

- Developed strong relationships with parents and caregivers, providing regular updates on their child's progress and addressing any concerns proactively.
- Evaluated student performance regularly through observation, assessment tools, and parent-teacher conferences to ensure academic growth was being achieved consistently across all areas of development.
- Ensured a safe and nurturing environment for all students, adhering to health and safety guidelines in the classroom.
- Boosted children's social development by promoting positive interactions among peers through group activities and collaborative projects.
- Sanitized toys and play equipment each day to maintain safety and cleanliness.
- Increased parent involvement by effectively communicating with families about upcoming events, volunteer opportunities, and student progress reports.
- Designed creative lesson plans that incorporated hands-on activities and interactive learning experiences to foster curiosity and engagement in young learners.
- Worked with teaching staff to evaluate individual progress and recommend appropriate learning plans.
- Oversaw daily operations of the department, ensuring smooth workflow and timely completion of tasks.
- Conducted performance evaluations for staff members, identifying areas of improvement and guiding professional development plans.
- Implemented safety protocols to minimize workplace accidents and maintain compliance with industry standards.

SUBSTITUTE TEACHER 03/2024 to 05/2024
Wayne County Board of Education, Wayne, WV

- Followed classroom plans left by class teacher to continue student education and reinforce core concepts.
- Supervised lunchroom and recess activities.
- Upheld classroom routines to support student environments and maintain consistent schedules.
- Repeatedly requested as substitute teacher by teachers based on excellent past referrals and trusted performance.
- Enhanced classroom management by implementing positive reinforcement strategies and maintaining clear expectations for behavior.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.

PROGRAM ASSISTANT 1 04/2022 to 07/2023
MU Office of Research and Graduate Education, Huntington, WV

- Managed both digital and physical filing systems and retrieved documents as required.
- Assisted with planning and coordinating day-to-day and special program activities.

- Facilitated training sessions for new staff and volunteers, ensuring high level of program delivery.
- Enhanced program efficiency by streamlining processes and implementing time-saving strategies.
- Strengthened communication between team members by establishing clear channels for information sharing.

MEDICAL SECRETARY 09/2019 to 04/2022
Marshall Orthopedics, Huntington, WV

- Answered telephone calls to offer office information, answer questions, and direct calls to staff.
- Maintained current and accurate medical records for patients.
- Supported office staff and operational requirements with administrative tasks.
- Answered phone calls and messages for multiple physicians in the medical facility, scheduling appointments, and handling patient inquiries.
- Ensured compliance with HIPAA regulations through proper handling of sensitive patient information within the office setting.

Education

Marshall University, Huntington, WV
Master of Arts, MA, Education, Expected in 12/2024

Marshall University, Huntington, WV
BBA, Bachelor of Business Admin., 05/2020

Certifications

- First Aid/CPR Certified
- Collaborative Institutional Training Initiative (CITI) Certification
- WV Substitute Teacher Certification