

Andrea Ricketts

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EXPERIENCE

P.S 298 Dr. Betty Shabazz Elementary School, 85 Watkins Street, Brooklyn, NY, 11212 — Substitute Paraprofessional

01/ 2022 - PRESENT

- Assist students in small groups and whole-class instruction
- Assist with classroom management
- Assist headteacher with creating and implementing activity plans

Partnership with Children, 299 Broadway, Suite 1300, NY, NY 10007 — *Part-Time Family Outreach Coordinator*

01/ 2020 - 01/ 2022

- Assist with morning arrival (temperature check, issue out CPR bucks to early students, sanitization, and handing out breakfast
- Distribute and collect class attendance sheet
- Make absent calls to parent/ guardians
- Open the CPR store weekly for students to shop using CPR bucks.
- Facilitate weekly attendance meetings
- Assist with distributing food, and household items to students and their families

Legacy Volleyball Club(After School Program), Brooklyn, NY— *Team Leader/Coach*

11/2019 - 03/2020

- Assist children with homework
- Indulge children in Arts and Crafts
- Supervise children while they engage in sporting activities
- Lead out in organized games.

Trelawny Ministry of Labor and Social Security, Jamaica, W.I— *Records Clerk & Receptionist*

11/2014 - 03/2018

- Assist with the operation of the switchboard
- Assist with customer service queries
- Assist with the collecting, vetting, and completing, and recording of National Insurance Scheme-NIS claim form
- Assisted with entering NIS registration details on the computer system for individuals and companies
- Assisted with modification of individuals' data on NIS system

SKILLS

Microsoft Office, Google Docs, and Dropbox. Communication and Customer Service Skills. I am flexible, adaptable, and reliable. I possess good analytical and interpersonal skills. I am responsible and dedicated, and an excellent team player. I work well under pressure, I take initiative, fast learner, and am eager to learn.

EDUCATION

Borough of Manhattan Community College, New York, NY — Associate *Degree in Science*

Major in Early Childhood Education, Specialization in Pre-School

01/ 2020 - Present

Spot Valley Sixth Form, Jamaica, W.I — Emphasis in **Caribbean Secondary Education Certificate (CAPE)**

09/2013 - 06/ 2014

- Communication Studies
- Sociology
- Caribbean Studies

Spot Valley High School, Jamaica, W.I — High School **Diploma, The Caribbean Examination Council (CXC)**

06/2003–06/2011

- Social Studies
- Human and Social Biology
- Chemistry
- English
- Home Economics