

Tracey L Hines

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Summary

Organized and motivated professional focused on delivering quality work with excellent attention to detail and exceptional customer service. Strong work ethic and flexible schedule.

Highlights

- Colorado Teaching Certificate with Early Childhood Education endorsement
- Flexible and adaptive
- Proficient in Microsoft Word, HTML, PowerPoint, Excel,
- Critical thinker

Accomplishments

Named "Apple of our Eye" at Primrose Schools
Dean's List Student while attending Ohio University
Received the Pi Beta Phi Cathy South Award - "Spirit Award"

Experience

The Horsnail Family January 2012 to June 2014

Nanny - House Manager

Broomfield, Co

- Managed household of two children and two adults during the absence of the parents, including being responsible for day to day needs as well as scheduling and coordinating events for all members of the family.

Primrose Schools

June 2010 to January 2012

Kindergarten Teacher

Highlands Ranch, CO

- Responsible for providing a safe and caring environment while teaching the Primrose Kindergarten Curriculum.
- Observed and assessed student performance and kept thorough records of progress.
- Established clear objectives for all lessons, units and projects.
- Set and communicated ground rules for the classroom based on respect and personal responsibility.
- Tutored children individually and in small groups to help them with difficult subjects.
- Scheduled and held parent-teacher conferences to keep parents up-to-date on children's academic performance.
- Established positive relationships with students, parents, fellow teachers and school administrators.
- Delegated tasks to teacher assistants and volunteers.

KinderCare Learning Center

May 2009 to May 2010

Pre-Kindergarten Teacher

Arvada, CO

- Provided a safe and caring environment to promote learning and development to prepare the students for Kindergarten.
- Differentiated instruction according to student ability and skill level.
- Used children's literature to teach and reinforce reading, writing, grammar and phonics.
- Encouraged students to persevere with challenging tasks.
- Set and communicated ground rules for the classroom based on respect and personal responsibility.
- Tutored children individually and in small groups to help them with difficult subjects.
- Scheduled and held parent-teacher conferences to keep parents up-to-date on children's academic performance
- Established positive relationships with students, parents, peers, fellow teachers and school administrators.
- Delegated tasks to teacher assistants and volunteers.

Jefferson County Public Schools

September 2008 to April 2009

Substitute Teacher

Arvada, CO

Taught planned lessons to classrooms of 20 to 30 students during the absence of assigned teachers.

The Job Store

January 2000 to July 2000

Human Resources Coordinator

Westminster, CO

- Responsible for screening candidates for employment and successfully matching those candidates based on various companies requirements.
- Tasks included maintaining employee and client files, conducting face-to-face interviews, visiting company sites, assisting applicants in updating resumes, and facilitating computer tutorials.

North Canton Middle School

June 1997 to October 1999

6th Grade Teacher

North Canton, Ohio

- Teaching position working with a team of six other teachers. Responsible for daily science, reading, writing, spelling and grammar lessons. Established clear objectives for all lessons, units and projects.
- Implemented a variety of teaching methods such as lectures, discussions and demonstrations.
- Observed and assessed student performance and kept thorough records of progress.
- Set and communicated ground rules for the classroom based on respect and personal responsibility.
- Tutored children individually and in small groups to help them with difficult subjects.
- Established positive relationships with students, parents, fellow teachers and school administrators.
- Mentored and counseled students with adjustment and academic problems.
- Collaborated with other staff members to plan and schedule lessons promoting learning and student engagement.
- Contributed ideas at weekly staff meetings. Delegated tasks to teacher assistants and volunteers.
- Employed a broad range of instructional techniques to retain student interest and maximize learning.
- Implemented remedial programs for students requiring extra assistance.
- Took appropriate disciplinary measures when students misbehaved.
- Accepted coaching from fellow teachers and administrators and immediately incorporated feedback.
- Worked outside normal hours to be available to answer parent and student questions.
- Used children's literature to teach and reinforce reading, writing, grammar and phonics.
- Strengthened parent-teacher and parent-child communication by holding regular parent-teacher conferences.

Dept. of Youth Services

June 1993 to June 1997

Disciplinary Treatment Unit Teacher

Massillon, OH

- Managed classrooms of 1 to 15 students during their treatment sentence
- Set and communicated ground rules for the classroom based on respect and personal responsibility. Tutored children individually and in small groups to help them with difficult subjects. Took appropriate disciplinary measures when students misbehaved. Worked outside normal hours to be available to answer parent and student questions.

May 1991 to April 1993

Nanny in Europe

Caregiver for three different families in Europe. Children/s ages ranged from 1 through 8. Responsible for all day-to-day needs, as well as teaching English reading and writing.

Education

Ohio University

June 1991

Bachelors of Science: Elementary Education

Athens, Ohio