

Charles I. Ferguson

15335 East Florida Avenue
Aurora, Colorado 80017
Tel: (720) 862-4941
Email: charlesqny@yahoo.com

Objective:

To acquire a position that will allow me to utilize my knowledge and experience.

Work Experience:

Denver Public Schools

Transportation Paraprofessional

2007-2013

- Provide supervision to students and aid them in increasing their skills in appropriate behavior while riding the school bus.
- Communicate with teachers and administrators regarding the transportation needs of special education students.
- Maintain order and discipline as required on the bus while demonstrating patience and warmth.
- Communicate with parents, teachers and school administration regarding student safety, discipline, and school bus occurrences.
- Work independently with assigned student according to their Behavior Plan and/or Individual Education Plan.
- Monitor special education student activities and ensure compliance with bus safety procedures and school health protocols.
- Attend in-service trainings, meetings and keep current on CPR and first aid certification.
- Maintain student logs as required.

Republic Parking

Dispatcher

2006-2007

- Kept in contact with drivers while they were on the road by communicating via phone, computer, and two-way radio.
- Provided assistance to drivers with problems and answered their questions.
- Dispatched taxis and limos from base to transportation platform.
- Provided customer service in assisting drivers with driving directions.
- Kept inventory of taxi tickets and limo form sheets.
- Relieved other dispatchers from their taxi post.

Education:

Hinkley High School
Awarded: General Academic Diploma

Skills:

Microsoft Office; Word, Excel, PowerPoint; customer service data entry (10-key); AED/CPR certification; violence prevention and child abuse certification; knowledge of office clerk and mailroom operations