

Caroline Williams

424 NW 101 Street Miami, Florida, 33150 [\(786\) 740-9702](tel:7867409702) cwilliams@dadeschools.net

I am a patient, kind, upbeat, positive person who enjoys teaching and supporting learners.

Although I have taught in the elementary setting. I am highly trained in teaching young adults and adults in reading and writing. I worked at Miami Dade in the college reading and writing program. I tutor GK essay writing and more recently have been editing doctoral thesis papers. I have a wealth of technology know-how and am willing to utilize technology of all kinds to aid students in acquiring the skills they need to be successful in College; in having the know-how to pass a myriad of tests such as the asvab, drivers license, certification test of many kinds. I am a graduate of Miami Central. I am willing to go the extra mile and I am open to before and after schools work with clubs and tutoring. I am certified in ese K-12 reading endorsed. If a waiver is required I would obtain the certification expeditiously.

PROFESSIONAL EXPERIENCE

Dade County Public Schools, North Miami, FL

August 2004 – To Current

Pre-Kindergarten SPED inclusion teacher – Gratigny Elementary, Dr. Aaron Enteen Principal

- I.E.P. Team- Meetings, Initial Staffing meetings and Transitions for children with disabilities.
- Assessment of students using VPK, Brigance, BDI, PELI and DECA;
- Conduct Assistive Technology Implementation Plans, Functional Assessment of Behavior, Behavior Implementation Plans, Re-evaluation Meetings, and initiate SST and Speech Therapy.
- Support Parents by assisting them with referrals to Pre-K social workers; Parent Training.
- Chairperson of Healthier Alliance Wellness Committee and Fairchild Tropical Challenge
- Trained VPK –Teaching Strategies Gold, Inclusion model and the self-contained Autism
- Pre-K Department Chairperson, conduct monthly meetings consisting of 6 Pre-Kindergarten classroom teachers and Paraprofessionals.

The Alternative Program, Miami 1999

Case manager/counselor – TAP Adult Division Georgina Ayers/Athalie Range (Delmer Stirrup)

- Conducted intake forms and gathered court, criminal background and information courts.
- client Assessment – coordinated services: housing, jobs, mental health and reentry
- Jail Visits / court appearances /advocacy and alternate bond release.
- Monitored clients payments, compliance with probation and court requirements
- Attended daily meeting with supervisor and colleagues to discuss cases
- Participated in case management reporting for quarterly audits.

CompUSA, Miami, FL

1996-1997

- Responsible for meeting sales quota. • Pricing and Availability
- Managerial duties • Employee of the Month and consistently top seller

Barry University, Miami, 1995

Receptionist – Office of Admission and Physical Sciences

- Merged mailing lists and typed word perfect documents
- Scheduled incoming students to meet with counselors.

Education/Humanitarian Mission to South Africa, Miami, FL 1994

Assistant – Office of Political Science MDCC-N Campus Dr. Morris Johnson

- Organized media releases and promotions as well direct calling to ask for participation.
- Communicated with College Faculty and students at MDCC and FMC
- Negotiated and procured travel and accommodations for the trip.
- Assisted with the collection of school materials for orphanages in Kimberly S.A.
- Visited Hospitals, Women's Shelters, townships, shanty towns, cities and the presidential palace.

Education/Trade Mission to Poland, Miami, FL 1993

Assistant – Office of Political Science MDCC-N Campus Dr. Bill Primus

- Organized media releases and promotions as well direct calling.
- Communicated with Secretary of State Ron Brown, Barry University
- Negotiated and procured travel and accommodations for the trip.
- Contributing grant writer.

Miami Dade Community College, Miami, FL 1990-1991

Teacher/Tutor – College Preparatory Reading and Writing Department

- Co-teaching with Professors during classes.
- Tutored on a one to one basis in the Reading/Writing Labs.

Miami Dade Community College, Miami, FL 1992-1993

Assistant – Office of Public Affairs Carrie Meeks office under the direction of Bennie Moore

- Summarized and recommended Bills for consideration of implementation.
- Assisted students in the Institute for Citizenship Education
- Voter's registration
- Trouble shooter for students requiring assistance.

Education

Miami Dade Community

Associate of Art / English

Florida International University – Miami, FL
Bachelor of Arts, Sociology – Minor, Soc. Work /

2002

Florida Memorial University – Miami, FL
Masters of Education/Reading

2005

CERTIFICATES

Reading Endorsement

- Martin Luther King Center for Non-violence** – Miami, FL (John Jones) 1992
Trainer of Trainers Certificate
- African New World Studies** – Miami, FL (Carole Boyce Davies) FIU 2003
Bachelors add on Certificate
- Peace Circle Training Certificate**– Miami, FL September 1999 - December 1999

Yoga Alliance Certified Currently

Transformational Breath Facilitator (Certified World Wide) Currently

LEADERSHIP AND VOLUNTEER ACTIVITIES

- Award of Excellence – Project Rise Grant Award
- North Central Association of Homeowners/ Board of Directors, Secretary 2005-2007
- Front Porch Collective Faith based grant, Authored Budget submitted to Department of Education (Opa Locka churches-Granted).
- A.G.A.P.E. tutoring program Greater Bethel A.M.E. Church Dr. William McNair
- Reading Mentor – MDCC-N

LANGUAGE SKILLS Spanish 50 percent fluent, Creole language 25 percent fluent

REFERENCES

Dwight Nimblett FIU Learning Center [305-904-5161](tel:305-904-5161)
Lily Rivera Staffing Specialist, Pre-K SPED District Office. [305-409-7973](tel:305-409-7973)