

McKenzie B. Alger

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PROFESSIONAL SUMMARY

Enthusiastic Teaching Assistant assisting the head teacher with supportive tasks to create an effective, healthy classroom environment. Skillful in group activity planning and management and class material preparation. Energetic and patient individual possessing strong communication and interpersonal skills needed to push students towards success.

EXPERIENCE

Luray Elementary School, Luray, VA — Instructional Assistant

September 2020 - PRESENT

- Partnering with the teacher to plan and implement lessons following the school's curriculum, goals, objectives and philosophies.
- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
- Oversaw students in the classroom and common areas to monitor, enforce rules and support the lead teacher.
- Implemented practice exercises and used repetition, which enabled students to grasp new concepts quickly.
- Retained interest and maximized receptive learning by educating students using hands-on instructional techniques.
- Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.
- Organized and guided activities for students, including skills practice, research and memorization tasks.
- Supported classroom activities, including tutoring, grading homework and reviewing exams.
- Maintained a schedule of support services and attended all sessions.

Mountain Whisper Cabins, Rileyville, VA — Housekeeper

May 2017 - Present

- Removed waste paper and other trash from premises to designated area.
- Arranged for provision of extra room bedding, linens, towels and furniture to satisfy guests with special needs.

SKILLS

- Faculty support
- Flexible
- Student inclusion
- Computer skills
- Classroom management
- Leader, yet team oriented
- Bilingual
 - English
 - Spanish

AWARDS

President's List 2020-21
Dean's List 2021-22

- Moved chairs, desks and beds around rooms to clean behind and underneath furniture.
- Hand-dusted and wiped down office furniture, fixtures and window sills to keep areas clean and comfortable.
- Changed bed linens and collected soiled linens for cleaning.
- Dusted picture frames and wall hangings with cloth.
- Adhered to a professional house cleaning checklist.
- Accepted accountability for all assigned building keys, master keys and access cards.
- Vacuumed rugs and carpeted areas in offices, lobbies and corridors.
- Disinfected and mopped bathrooms to keep facilities sanitary and clean.
- Polished glass surfaces and windows.

EDUCATION

Luray High School, Luray, VA — *High School Diploma*

August 2016 - May 2020

Lord Fairfax Community College, Middletown, VA — *Associates Degree*

August 2019 - May 2021

Old Dominion University, Norfolk, VA — *Bachelor's Degree*

August 2021 - Present

Bachelor Degree Student
Major: Elementary Education
GPA: 3.86