

# JESTINA G. HILL

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To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills, while being passionate about supporting children and adults of various backgrounds to lead and enhance our academic programs. I intend to manage operations with the goal of maintaining a safe working environment, while maximizing productivity, bringing commitment to co-creating and implementing impactful instructional services.

## EXPERIENCE

**JUNE 2022 – PRESENT**

**TEACHER ASSISTANT**, JUMP'N JELLYBEANS DAYCARE AND LEARNING CENTER

- Review learning material with students, either individually or in small groups, to help reinforce lessons presented by lead teachers
- Supervise students in class, during lunch hour, playtime or recess, and at special events, like field trips
- Aid in teaching appropriate behavior and social skills to students
- Assist in enforcing center and classroom rules
- Assist with record keeping, such as attendance records, student progress notes and grades • Help teachers prepare for lessons by assembling materials and equipment
- Provide personal aid and care as necessary to students, such as help with hygiene, eating or toileting

**SEPTEMBER 2021 – AUGUST 2023**

**GROUP LEADER**, ALPHABEST

- Leads groups of children and facilitates learning while encouraging positive peer interactions.
- Plans and facilitates core programming to advance the physical, social, emotional, and intellectual development of children.
- Works collaboratively with peers, shares program-related information and shares in collective tasks.
- Encourages creativity and intellectual curiosity by building on the student's interests and talents.
- Oversees work of the Teacher's Assistant, if applicable.
- Maintains all supplies, equipment and materials; informs the Site Director when new/additional supplies are needed.
- Tutors and assists children individually or in small groups during homework time.
- Participates actively with other staff in the planning process of zones.
- Effectively implements innovative and engaging activities utilizing best instructional practices to develop physical and intellectual growth of children

**AUGUST 2020**

**VOLUNTEER**, CANVASSER

- Establishing and maintain rapport with outside agencies and stakeholder in the community • Respond to request for information from the media
- Designated spokesperson and information sources
- Import information in the database
- Maintain accurate logs

## **EDUCATION**

### **CURRENT**

**BACHELOR OF SCIENCE IN CYBERSECURITY**, OLD DOMINION UNIVERSITY

### **MAY 2023**

**ASSOCIATE OF SCIENCE IN GENERAL STUDIES**, TIDEWATER COMMUNITY COLLEGE

### **JUNE 2021**

**ADVANCED GENERAL STUDIES DIPLOMA**, CHURCHLAND HIGH SCHOOL

## **SKILLS**

- Disciplined and Professional
- Patient and Approachable
- Leadership Experience
- Strong Knowledge and Solid Educational Background
- Rapport Building
- Excellent Interpersonal Skills
- Effective Oral and Written Communication Skills
- Strong Computer Skills

**\*\*REFERENCES AVAILABLE UPON REQUEST\*\***