

**Jalessa R. Murph**  
2551 North 30<sup>th</sup> Street  
Philadelphia, Pennsylvania 19132  
267.456.9346  
murphjalessa@gmail.com

---

**OBJECTIVE**

To be a part of a team working together to service individuals, families, groups, organizations, and communities that are committed to social justice and human rights. Also, to obtain a position where I may utilize my ability to grow within the human services field

---

**EDUCATION**

**Chestnut Hill College** Philadelphia, Pennsylvania Graduate: May 2018  
Bachelor of Science in Human Services

**Morgan State University** Baltimore, Maryland 2007- 2010  
Elementary Education

---

**WORK EXPERIENCE**

**School District of Philadelphia**, Philadelphia, Pennsylvania 02/2014- Present  
*Special Education Classroom Assistant*

- Provide extra assistance to students with special need, such as physical and mental disabilities.
- Supervise students in classrooms, hallways, cafeterias, school yards, and gymnasiums, or on field trips.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Observe students' performance, and record relevant data to assess progress.

**United Parcel Services**, Horsham, Pennsylvania 11/ 2013-12/2017  
*Dispatch Associate*

- Schedule or dispatch employees, work crews, equipment, or service vehicles to appropriate locations, according to customer requests, specifications, or needs using radios or telephones.
- Confer with customers or supervising personnel to address questions, problems, or requests for service.
- Relay Work orders, messages, or information to or from work crews, supervisors, or field inspectors, using telephones or two way radios.

**Children of Destiny Learning Center**, Philadelphia, Pennsylvania 10/2010-11/2013  
*Lead Teacher*

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Ensure equipment and the facility are clean, well maintained and safe at all times
- Provide weekly and monthly schedules of activities
- Develop activities that introduce math and literacy concepts

**Prodigy Learning Center**, Philadelphia, Pennsylvania

05/2008-08/2010

*Camp Counselor*

- Recognize and respond to opportunities for problem solving in the group.
- Provide opportunities for the group so that each individual experiences success during camp.
- Help each participant meet the goals established by the camp for camper development.
- Assist in teaching or leading an activity, as assigned.

#### **AFFILIATIONS**

---

Member of the African American Student League

Tutor to Youth at Holy Temple Church

#### **SKILLS**

---

Proficient with Microsoft Office

CPR Certified