

# Nicole Wilson

## **Special Education Teacher Assistant**

Philadelphia, PA 19152

[newilson13@yahoo.com](mailto:newilson13@yahoo.com)

9173747893

To obtain a career in the Education field in which I can grow and widen my knowledge.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Special Education Paraprofessional**

P.s. 197 - Far Rockaway, NY

September 2014 to Present

I have worked with pre-k, 2nd, 3rd and 5th grade. I have also been a one-to-one for health reasons and also as a crisis paraprofessional.

- assist with behavioral management
- assist children to the bathroom
- work with small groups

### **Dispatcher**

Arctic Glacier USA - Brooklyn, NY

July 2011 to August 2014

Checking in drivers and counting their money

- Dispatching calls to the drivers
- Input of information onto spreadsheets
- Answering phones and customer service

### **Package Handler**

FedEx Ground - Lawrence, NY

July 2010 to July 2011

Sorting and labeling packages

- Retrieving packages for customers
- Input of trailer information onto spreadsheets

### **Clerk**

Belmont Racetrack - Hempstead, NY

April 2010 to July 2010

Taking customers bets and cashing their tickets

- Counting money at the end of the day
- Customer service whenever needed

## Education

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### **Associates in Healthcare Administration w/ Medical Billing**

ASA Institute - Brooklyn, NY

April 2009 to October 2011