



# BEATRIZ FLORES

 flores.bea429@gmail.com

 830) 220-3358

 Kingsland, TX 78639

## PROFESSIONAL SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, team player, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## SKILLS

- Behavioral Plan Management
- Progress Monitoring
- Instructional Support
- Parental Interaction
- Social and Group Settings
- Teacher Assistance

## EDUCATION

**Hartwell University**  
Dallas, TX

**Bachelor's:** Education

**Marble Falls High School**  
Marble Falls, TX • 06/2009

**High School Diploma**

## CERTIFICATIONS

Child and Baby First Aid/CPR/AED  
Certification

## WORK HISTORY

**Marble Falls ISD - Special Education Paraprofessional**  
*Marble Falls, TX • 08/2023 - Current*

- Supported teacher in development of individual learning strategies.
- Set up visual aids, equipment, and classroom displays to support teacher's lesson delivery.
- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Maintained positive attitude and affirmatively communicated with each student.
- Offered student support through special accommodations, extra assistance, and assessments.
- Documented student behaviors, interventions, and outcomes to enable lead teacher to address pertinent issues.
- Delivered personalized educational, behavioral, and emotional support to individual students to enable positive learning outcomes.
- Interacted physically and verbally with students throughout each day.
- Communicated with teachers and other district personnel to assist in evaluating progress and implementing IEP objectives.

**Marble Falls ISD - Substitute Teacher**  
*Marble Falls, TX • 04/2023 - Current*

- Enforced classroom routines to keep students on schedule and operating at consistent level.
- Provided classroom instruction outlined in teacher's lesson plans.
- Implemented lesson plans assigned by classroom teacher to educate students about key concepts.
- Provided notes and reports on school day activities to primary teacher.
- Established and enforced rules for behavior and procedures to maintain order among students.
- Requested as substitute teacher based on excellent referrals and trusted performance.
- Maintained classroom order and enforced school and class rules.
- Took attendance and maintained attendance records during period as substitute.
- Explained assignments and relayed information from lead teacher.

**First Baptist Child Development Center - Childcare Assistant Teacher**  
*Marble Falls, TX • 08/2022 - 02/2023*

- Cared for children ages 6 weeks-3 years old
- Changed diapers and fed infants when needed
- Prepared lunches for toddlers and got them ready for nap time
- Prepared daily activities for learning
- Taught proper eating habits and personal hygiene
- Observed and evaluated children's performance, behavior, social development and physical health
- Attended to children's basic needs by feeding them, dressing them and changing diapers
- Served meals and snacks in accordance with nutritional guidelines.

**Poole Eye Associates - Patient Services Coordinator**  
*Marble Falls, TX • 04/2021 - 12/2021*

- Interviewed patients or representatives to identify problems relating to care
- Coordinated communication between patients, family members, medical staff, administrative staff, or regulatory agencies
- Referred patients to appropriate health care services or resources
- Collected and reported data on topics, such as patient encounters and inter-institutional problems, made recommendations for change when appropriate
- Analyzed patients' abilities to pay to determine charges on sliding scale
- Recorded customer transactions and filed receipts
- Completed insurance or other claim forms
- Greeted visitors, ascertained purpose of visit and directed them to appropriate staff
- Transmitted correspondence and medical records by mail, e-mail and fax
- Scheduled and confirmed patient diagnostic appointments, surgeries and medical consultations.

**Marble Falls ISD - Attendance Clerk**  
*Marble Falls, TX • 08/2016 - 12/2020*

- Keep record of all students' attendance
- Printing summaries and 6 weeks reports
- Enter doctor's notes, parent notes etc
- In Skyward
- File notes, answer phones and assist parent with any questions regarding attendance
- Retrieved necessary appropriate records and reports from records room
- Retrieved requested files to deliver to appropriate personnel
- Operated computer to process, store and retrieve information
- Created and entered information into databases
- Processed and filed copies of incoming and outgoing physical correspondence
- Maintained databases appropriate to various records, reports and documents.

**Seton Highland Lakes - Medical Assistant**  
*Burnet, TX • 11/2015 - 08/2016*

- Triage patients and performed vital checks for patient flow

facilitation.

- Reported significant changes in patient condition to facilitate advanced care.
- Obtained patient medical histories for inclusion in records.
- Documented medical data in patient charts, facilitating accurate records.
- Recorded patients' medical history, vital statistics and information such as test results in medical records.
- Obtained medical information and measured vital signs, weight and height.
- Collected blood, tissue and other laboratory specimens, logged specimens and prepared them for testing.

**Bright Beginnings Learning Center - Childcare Assistant Teacher**  
*Kingsland, TX • 05/2015 - 11/2015*

- Cared for children ages 6 weeks-3 years old
- Changed diapers and fed infants when needed
- Prepared lunches for toddlers and got them ready for nap time
- Prepared daily activities for learning
- Taught proper eating habits and personal hygiene
- Observed and evaluated children's performance, behavior, social development and physical health
- Attended to children's basic needs by feeding them, dressing them and changing diapers
- Served meals and snacks in accordance with nutritional guidelines.

**Treadworks Tire & Auto - Service Advisor**  
*Cottonwood Shores, TX • 06/2014 - 02/2015*

- Analyzed and collected customer information to prepare product or service reports
- Determined charges for services requested and arranged for billing
- Navigated multiple computer systems and applications and utilized search tools to find information
- Conferred with customers by telephone or in-person to provide product or service information
- Provided efficient and courteous service to customers at all times.

**Shell & Shell Attorneys - Secretary**  
*Marble Falls, TX • 11/2012 - 09/2013*

- Answered phones
- Spoke with clients regarding court dates
- Organized files and paperwork
- Took notes or transcribed voice recordings from meetings and distributed to stakeholders
- Processed documents and materials, disseminating information in compliance with administrative guidelines
- Located and attached appropriate files to incoming correspondence requiring replies
- Answered telephones to give information to callers, take messages or transfer calls.

**McDonald's - Cashier**  
*Marble Falls, TX • 10/2006 - 10/2008*

- Provided efficient and courteous service to customers
- Counted cash drawers at beginning of shifts to verify correct

amounts

- Processed cash, check and credit cards for customer purchases.