

Andre L. Dowdy, Jr.
2420 Potterfield Rd.
Baltimore, MD 21244
(Home) 443-985-5317 (410) 440-3264
ALDowdy@hotmail.com

Objective

Obtain a full-time Para-professional position with Baltimore County Public Schools system. In order to productively perform teaching and administrative related duties and provide assistance to both certified instructors and BCPS students

Education

Strayer - University-Teachers Education-Business Administration 2018

Coppin State University – Media Arts-Earned 98 credits

Courses Taken:

- Critical Writing
- Public Relations
- Mass Communications
- Leadership

Key Strengths

- Diversified work experience covering Administrative Support, education and counseling.
- Ability to serve as “frontline” person for an organization/company.
- Effectively communicates and solves administrative and technical issues, and make appropriate decisions in a concise manner.
- Team player – Passion for learning and sharing knowledge.
- Highly motivated individual with excellent customer relations and interpersonal skills, and enjoys assisting teachers and students.
- Noted for ability to handle difficult situations with ease and
- Computer experience with knowledge and ability to use various Software programs.
- Initiator, Problem analysis and problem solving skills.
- Excellent ability to meet and maintain required performance standards.

Work History

September 2016-Present

Baltimore County Public Schools- Johnnycake School, Baltimore, MD

Teacher Assistant –Special Education-Administrative Assistant

Assists Lead Teacher within the classroom to include providing academic support and classroom management of special need students, to include collection and submission of data and program evaluations. Maintain scholar academic portfolios and submit them to Lead Teacher as required. Daily collaboration with school staff and principal concerning students' performance, curriculum, classroom management and space accommodation. Track and maintain students' attendance and academic information on school database /portal. Schedule and administer weekly exams and quizzes. Coordinate and attend weekly Staff meetings and professional development training. Coordinate academic and social development of a cluster of scholars from grade 8. Communicate with parents via, letter, memos, phone and face to face about scholar's behavior and academic standards and needs of students according to school and internal office procedures.

June 2016-Present (Summer-School)

Baltimore City Public School- Maree G. Farring Elementary School, Baltimore, MD

Teacher Assistant

Collect and submit data for program evaluations. Assist Teacher by contacting parents via phone, email, and letters sent home. Maintain scholar academic portfolios and submit them to Lead Teacher as required. Daily collaboration with school staff and principal concerning students' performance, curriculum, classroom management and space accommodation. Track and maintain students' attendance and academic information on school database /portal. Schedule and administer weekly exams and quizzes. Serve as Substitute teacher in the absence of the Lead Teacher. Coordinate and attend weekly Staff meetings and professional development training. Coordinate academic and social development of a cluster of scholars from grades K-8. Communicate with parents via, letter, memos, phone and face to face about scholar's behavior and academic standards and needs of students according to school and internal office procedures.

June 2014 – May 2016

Destiny Place Residential Homes

Program Support Assistant

Perform a variety of clerical and administrative duties and responsibilities. Process and maintain records, documents related to the work of the office. Assist in managing office facilities for the processes and maintenance of office products. Responsible for copying and collating large quantities of material for use by staff members. Receives visitors and telephone calls, determines the nature of the requests, and directs callers to the appropriate official or provides the information desired on routine or procedural matters of the office. Aids in establishing and maintaining file systems of general and program related material by coding materials, filing, locating and retrieving materials, and disposing of material according to standard procedures. Maintains inventory in accordance with instructions to insure an adequate supply of forms, supplies, etc. Consolidates purchase requests and prepares and types requisitions. Maintain records of

non-expendable property and prepares annual inventories from transaction records such as transfer of equipment, stolen or lost equipment, etc. Prepares Time and Attendance (T&A) checklist for permanent and temporary employees from T&A's submitted and reconciles checklist with personnel printout. Prepares employment documents from guidelines furnished by the supervisor or lead clerk.

October 2011- June 2014

NCIA, Baltimore, MD 21244

Administrative Support/ Teacher's Aide-Special Education /: Support Department Head and School Administrators with various administrative tasks (travel, meeting, conference set-up, data maintenance). Resolve typical office tasks daily. Function within detailed procedures and guideline with minimal supervision. Interacted and communicate with travel agencies to arrange and resolve issues regarding travel procedure for school staff. Managed and organized a variety of technical and /or administrative work such as personnel and files pertaining confidential and legal documents. Maintained student's records, report cards, and foster appropriate utilization of office tools, by following company guidelines and procedures. Attended professional development training as assigned, in order to sustain ongoing office practices and procedures. Established and maintained a healthy and working relationship with all employees, business partners to foster and promote a cooperative and collaborative, harmonious working environment. Performed other duties as assigned.

November 2009- September 2011

American Tutor, Inc. Baltimore, MD

Tutor/Program Coordinator

Collected and submitted data for student attendance. Assisted the District Manager with various administrative and office tasks such as conference scheduling, professional development, staff payroll and attendance. Scheduled and administered weekly exams and quizzes. Coordinated and attended weekly Staff meetings and staff development training.

September 2008-May 2009

BELL Foundation, Baltimore, MD

Program Assistant

Collected and submitted data for program evaluations. Assisted site manager by contacting parents via phone, email, and letters sent home. Maintained scholar academic portfolios and submitted them to site manager as required. Daily collaboration with school staff and principal concerning students, curriculum, and classroom management and space accommodation. Track and maintain students' attendance and academic information on database using BELL information software. Scheduled and administer weekly exams and quizzes. Served as Site Manager in the absence of the Site Manager. Coordinated and attended weekly Staff meetings and professional development training. Coordinated academic and social development of a cluster of scholars from grades k-6. Communicated with parents via, letter, memos, phone and face to face about scholar's behavior and academic standards and needs of students according to school and internal office procedures.

January 2008-June 2008

BELL Foundation, Baltimore, MD

BELL Administrative Assistant /Tutor I

Input student attendance and academic information on database using BELL information software. Scheduled and administer weekly exams and quizzes. Tutored scholars and helped them to master grade-level skills in reading, writing and math using BELL after School Curriculum. Developed scholar goals and lesson plans.-Communicated with parents face to face about scholar's behavior and academic standards and needs of students.

**June 2006- September 2009,
Social Security Administration, Baltimore, MD**

Program analyst for Intergovernmental and Community Affairs

Conducted internet research and assisted with special SSA affairs. Responded promptly to specific procedural and technical inquiries, answered and resolved complaints from customer and general public. Elicited information to determine the nature of individual's problem. Investigated and resolved service issues and/or product problems. Managed customers' database accounts, performed customer verification and processed applications, orders and requests. Worked with administration: forwarded requests and unresolved issues to the designated resource by communicating and coordinating with internal departments. Kept records of customer interactions and actions taken, including – transactions, comments, inquiries and complaints. Supplied customers with written responses and information and followed up on customer communications. Interpreted laws, rules, regulations, instructions to determine the appropriate guidelines to resolve customers' issues.

**November 2002-June 2006
William S. Baer School, Baltimore, MD**

Teacher Aide

Assisted teacher and art therapist teach students with limited mobile skills. Analyzed data and information to determine the nature of individual's problem of student. Performed extensive word processing including newsletters, flyers and memos to parents and staff
Scheduled and administer weekly exams and quizzes.

September 1991 – January 2002

Value City Clothing Store

Sales Associate

Responsible for increased in sales, assists with organization and reorganization of, various department. Greeted customers, and operated cash register. Assisted and encouraged customers in selecting and purchasing required products in a retail environment. Addressed customer's needs – Advised and helped locate appropriate merchandise. Described product's features/benefits and demonstrated usage/operation of products. Answered/addressed customers' questions – Provided information concerning specifications, warranties, finance available, and maintenance of merchandise and delivery options. Arranged display of merchandise in retail store. Coordinated stock inventory and requisition of new stock.

Additional Skills

Extensive background in operating Windows 2010 XP and Vista and Microsoft Word, Excel PowerPoint and Outlook . Extensive Administrative and typing skills and Internet research

savvy. Marketing, Telecommunication, dynamic organization, strong Research and analysis abilities.

Upon Request

References