

Maria Valencia

825 20th PL SW

Seattle, WA 98146

Maria.Valencia@cwu.edu

206-782-6535

WORK EXPERIENCE

RELATED WORK EXPERIENCE:

HIGHLINE PUBLIC SCHOOLS- Special Education Paraeducator

September 2020 – Present

Burien, WA

Job Description:

- Paraeducator in Middle School Integrative Learning Center hybrid classroom
- Remotely instructed students with multiple disabilities in remedial ELA and math skills
- Participated in implementing small group instruction within a socially-distanced classroom
- Guided individual students on academic and adaptive IEP goals in the classroom

WENATCHEE SCHOOL DISTRICT - Special Education Paraeducator

August 2019- August 2020

Wenatchee, WA

Job Description:

- Worked as a Multiple Location Para in various school settings daily
- Collaborated with district's behavior intervention team in working one-on-one with students on Behavior Intervention Plans
- Aided Special and General Education teachers by helping incorporate students' IEP goals into lessons
- Helped implement and train general education staff on student behavior plans

SNOHOMISH SCHOOL DISTRICT - Teacher of the Visually Impaired

August 2010-May 2012

Snohomish, WA

Job Description:

- Developed student IEP goals and curriculum in areas related to visual impairments
- Worked one-on-one with students learning the braille code, visual efficiency skills, and independent living skills
- Maintained constant communication with parents, teachers, and specialists about students' vision and accommodation needs
- Supervised and trained paraeducators working with students

CALIFORNIA SCHOOL FOR THE BLIND - Student Assistant

September 2009-June 2010

Fremont, CA

Job Description:

- Assisted Teachers with working on students' individual IEP goals
- Worked in classrooms, apartments, and job sites on independent living skills with students
- Worked in an adaptive PE department assisting teachers in working with students on increasing interest in physical activity as well as physical fitness goals

KENT SCHOOL DISTRICT - Special Education Paraeducator

September 2007-June 2009

Kent, WA

Job Description:

- One-on-one instructional assistant to a visually impaired student
- Helped incorporate student into a general education class by increasing academic ability and independence
- Worked on IEP goals in academics, behavior, and self-advocacy skills

GONZAGA UNIVERSITY JESUIT HOUSE INFIRMARY - Nursing Assistant

August 2006-May 2007

Spokane, WA

Job description:

- Assisted patients with activities of daily living including showering, toileting, feeding, and dressing
- Monitored and obtained patients vital signs multiple times daily
- Assisted patients with daily sedentary and ambulatory exercises

OTHER WORK EXPERIENCE:

ICICLE VILLAGE RESORT-Activities Manager

March 2019-August 2019

Leavenworth, WA

Job Description:

- Managed daily operations of resort's activity center
- Developed and implemented new family friendly activities for the resort
- Hired, trained and managed activity team members
- Attended department lead meetings and participated in marketing of resort

STEIN LLC - Manager

August 2017-March 2019

Leavenworth, WA

Job Description:

- Contributed to establishing business policies and procedures from opening day forward
- Performed duties as hiring manager including posting jobs, interviewing, hiring and training of new staff
- Recorded daily sales and deposited cash into business bank account
- Tallied weekly staff tips and dispersed amongst staff according to company policy

BAVARIAN BISTRO AND BAR - Manager

June 2014-April 2017

Leavenworth, WA

Job Description:

- Oversaw daily operations of running a restaurant, including managing 40+ employees
- Created and maintained business scheduling system
- Tracked product inventory and ordered supplies with vendors as needed
- Helped implement new menu ideas and come up with promotions to increase sales

WESTERDALCORP - Executive Assistant

September 2012 – June 2014

Mercer Island, WA

Job Description:

- Performed assistant duties to entrepreneur CEO of multiple businesses
- Ran daily intake and filing of all WesterdalCorp mail and communications
- Implemented an organizational system, both online and in hard copy
- Performed all duties in upkeep of a large luxury home
- Delivered products to multiple professional offices daily

EDUCATION

GONZAGA UNIVERSITY 2007 **Spokane, WA**

Bachelor of Science in Exercise Science

Minor in Sociology

GPA 3.2

SAN FRANCISCO STATE UNIVERSITY 2010 **San Francisco, CA**

Master of Arts in Special Education - Visual Impairments

Graduate Courses Completed - Degree Not Obtained

GPA 4.0

HIGHLINE HIGH SCHOOL 2003 **Burien, WA**

High School Diploma

GPA 3.8

CERTIFICATIONS

- CPR and AED Certification (currently expired/will renew)
- Basic First Aid Certification (currently expired/will renew)
- Washington State Nursing Assistant Certification: NC 10087781
- Washington State Food Worker Card

REFERENCES

- **KELLEY KENNEDY** – Cascade Middle School Assistant Principal, Highline Public Schools
425-765-3852 kelley.kennedy@highlineschools.org
- **EMILY EPP** - Wenatchee School District, Special Education Resource Room Teacher
509-625-6627 epp.emily@wenatcheeschools.org
- **ANNIKA CLARKE** - Wenatchee School District, Special Education Assistant Director
509-688-9521 clarke.a@wenatcheeschools.org