

Cover Letter

Geraldine D. Babin
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Flexible and organized professional with more than 13 years of work experience with an unparalleled ability to explain complicated concepts in an easily understandable manner. I want to work as a counselor in training until certification. Extraordinary ability to develop engaging programs given very little data and use this device to teach/train subjects the desired objectives. Use behavior modification techniques as a motivator for improving conduct and encouraging participation. Quickly develops an excellent rapport with peers to produce a friendly and supportive work environment. Able to organize time, space and resources to balance heavy workloads and stringent deadlines. Extensive experience on school improvement committees and after-school activities / programs. Can effectively use and teach problem solving techniques critical for unlimited situations. Assist with the formulation of Individual Work Programs. Evaluate progress and offer support recommendations for further development. Ability to adapt to various programs due to my experience from instructing under a variety of different curriculum structures.

Dinee' Babin

Objective To work in a sales or recruiting capacity in which my skills, cooperative attitude, flexibility, loyalty, and proficiency with technology will support Colonial Life.

Experience 1996 to 2009 Ponchatoula High School - TPSS Ponchatoula, LA

Teacher

- Taught Biology, Chemistry and Physical Science
- Follow the stringent comprehensive curriculum and deadlines set forth by the State Department.
- Skillfully meet the demands for technology in the classroom

8-15-01 to 2009 Ponchatoula High School - TPSS Ponchatoula, LA

Supervisor

- Assisted mentee's in developing class organization and management plans .
- Provide immediate and consistent feedback of candidate performance and develop plans of action for areas of concern.
- Ensure that candidates meet university proficiencies.
- Assisted adult students with long term planning for instructional goals/objectives, develop curriculums and plan teaching methods.

12-10-94 to 8-5-99 Jacmel Inn Restaraunt Hammond, LA

Server

- Dedicated to work for high sales and add-on averages.
- Awarded Top Ticket Sales Certificate for two consecutive years.
- Provided excellent customer service to customers.
- Worked well as a team player to create a great work atmosphere.

11-1-86 to 12-1-90 Stirling Properties Baton Rouge, LA

Office Manager

- Took care of the bookkeeping for many small businesses in a small office building including account reconciliations.
- Organized and coordinated office operations and procedures in order to ensure organizational effectiveness and efficiency.
- Designed and implemented office policies and procedures.
- Reviewed and approved supply requisitions.
- Maintained office equipment

Education Graduated 12- 1995 Southeastern Louisiana University Hammond, LA

B.S. Degree in Biology

- Focus in Microbiology & Genetics; graduated with 3.0 GPA
- Graduate study on regenerative properties of some marine animals

Teaching Certification in Secondary Education

- Biology
- Chemistry
- Physical Sciences

Dinee' Babin

Summary

- Master the use of:
 - All Microsoft Office components
 - All Corel Office components
 - World Wide Web
 - BlackBoard World Wide Web learning interface
- Can proficiently perform:
 - Web page design
 - Web graphics
 - Any internet related task
- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Trained and certified as a mentor teacher.

References References are available on request.