

# Tiffany N Smith

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## OBJECTIVE

To obtain a long-term teaching position in secondary English language arts, which will allow me to utilize my interest and passion for student development combined with skills and experience that will enable me to make a significant contribution.

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## EDUCATION

**Associates: Humanities and Social Sciences**  
Corning Community College – *Corning, NY*

December 2012

**Bachelor of Arts: English Language Arts for secondary education** April 2023  
Grand Canyon University – *Phoenix, AZ*

## EXPERIENCE

### **STUDENT TEACHING | TOWANDA HIGH SCHOOL | 1, 2023-5-2023**

- Classroom management
- Create unit and lesson plans compliant with PA state standards
- Cooperate with faculty and staff
- Participate in parent-teacher conferences
- Individualize lessons according to students' interests, strengths, and needs

### **MEDICAL SCRIBE | NUANCE | 5, 2022-PRESENT**

- Listen to and transcribe recorded notes as per prescriber preferences, ensuring 100% accuracy for patient safety and privacy
- Comply with HIPAA regulations

### **PARAPROFESSIONAL | NEB HIGH SCHOOL | 8, 2021-3, 2022**

- Aid students and teachers as per IEP instructions
- Substitute as needed
- Maintain a safe and engaging learning environment
- Keep a friendly, open, caring persona always
- Comply with FERPA regulations
- Cafeteria monitor

### **WAREHOUSE WORKER | BEST BUY | SEASONAL | 10, 2020 – 2, 2021**

- Palletized product in a safe and effective manner.

## SKILLS AND ACHIEVEMENTS

- QPR-trained Gatekeeper
- Experience providing academic, emotional, and social support to students with mental illness.
- Experience working with students with different emotional or physical needs.
- Flexible, adaptable, empathetic, friendly, creative, and patient.
- Proficient with Skyward, Google Classroom, Schoology, Study Island, Excel, Word, PowerPoint, Activision, and Canva.