

SANDRA C. KIMBELL

PROFESSIONAL OBJECTIVE

A Substitute Teacher position in which, experience, creative talents and commitment to helping the community will have valuable application.

PROFILE

Experienced in educational programs (ESL, PRS, and Spanish).

Dedicated, compassionate Professional who believes in providing students with the best education possible by nurturing a classroom.

Experienced in teaching techniques that can encourage students to reach their maximum potential

Bilingual.

EDUCATION

● MASTER IN TEACHING LANGUAGE AND CULTURE (2008-2010)

- Universidad de Granada (Espana) / California State University San Marcos.

● MASTER OF ARTS IN EDUCATION (1996 - 1998)

- Universidad de Oriente (Venezuela)
- Major in **linguistics**

● LAW DEGREE J.D. (1989 -1995)

- Universidad Santa Maria (Venezuela)

CERTIFICATION

- Parent Educator
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EXPERIENCE

SELF EMPLOYED. (Present)

Real Estate Businesses

● DALLAS INDEPENDENT SCHOOL DISTRICT (2010- 2014)

● ESL teacher.

- Teach ESL classes to adult students.
- Prepare lesson plans.

● DALLAS INDEPENDENT SCHOOL DISTRICT (2005 -2008)

● Adult Basic Education Specialist

- Main responsibilities , payroll, budget ,retention and recruitment
- Assist with the supervision of the work activities of the ABE support and professional staff including interviewing, hiring, and professional development; planning, assigning and directing work; appraising performance, addressing complaints and resolving problems
- Supervise community liaison and clerical staff
- Assist with the collection of data and preparation of fiscal and/or program reports to funding agents as required
- Assist with the development and implementation of a networking system for student support services
- Work with local businesses, community colleges, and other organizations is to secure subject incentives for

- continuing their education
- Provide technical assistance to adult education teachers and other professional staff
- Monitor accountability of adult education programs to ensure compliance with local, state, and federal requirements
- Act as a liaison between the cooperative and all other local services providers

● **DALLAS INDEPENDENT SCHOOL DISTRICT (2002 - 2005)**

ESL Coordinator Adult Basic Education / ESL Teacher

Teach ESL classes to adult students

- Lead community development programs
- Ensure monthly paperwork is prepared accurately and promptly
- Coordinate class sites, teacher, tester, community liaisons, and substitute teachers' responsibilities
- Determine class supplies and materials needed
- Conduct community and student orientation

● **UNIVERSITY SCHOOL AT LAS COLINAS (2003- 2005)**

SPANISH TEACHER: GRADES 8 to 12

- Prepared objectives and outlines for courses of study.
- Counseled students when personal and academic problems arise.
- Prepared, administered, and corrected test, keep attendance and grades.

● **PRS COORDINATOR (Pregnancy Related Service Coordinator)**

- Provide support to pregnant students: Counseling, school and health services, parenting, instruction, case management, and service coordination.
- Organize staff to determine who will be the contact person.
- Prepare and maintain records.

● **NORTH LAKE COLLEGE**

SPANISH TEACHER

- Provided customized Spanish language education to professional adults

● **ESCRITORIO JURIDICO SIERRALTA & ASSOC.
ATTORNEY**

- Represented plaintiffs and defendants in general, civil and criminal litigation cases in federals and state courts
- Prepared general business and appellate litigation

● **TRIBUNAL SUPERIOR DE SALVAGUARDA
ASSOCIATE ATTORNEY**

- Reviewed court cases and made recommendations for their disposition