

KAREN L. JAMES

Houston, TX • (936) 294-1713 • kjames@email.com
<https://www.linkedin.com/in/karen-james-bais-00ba123a>

SUMMARY

Bilingual student at University of Houston-Downtown pursuing Master of Arts in Teaching with Texas Standard Generalist Certificate. Nurturing and compassionate educator with 3+ years' experience engaging with elementary-aged children in classroom settings. Creative and innovative with ability to think outside of the box.

EDUCATION

University of Houston-Downtown, Houston, TX

Master of Arts in Teaching with Texas Standard Generalist Certificate EC-6 Candidate, May 2018

University Of Houston-Downtown, Houston, TX

Bachelor of Science in Interdisciplinary Studies with a Concentration in Education, May 2016

GPA: 3.88

Relevant Coursework: Early Childhood Classroom, Foundations of Bilingual/ESL Education

TEACHING EXPERIENCE

River Oaks Elementary School, Houston, TX

Teacher Assistant, Fall 2016-Present

- Support Teacher in instructing 24 fifth grade students in reading, writing, and mathematics
- Develop engaging activities to increase student motivation and mastery of content
- Maintain discipline in classroom to ensure safety and welfare of students

Knippa Elementary, Knippa, TX

After-School Counselor, Fall 2015-Fall 2016

- Supervised 50+ students in grades 1-5, re-directing negative behaviors when needed
- Created weekly educational activities with thematic focuses, such as fire safety and healthy habits
- Established rapport with students and parents by applying effective interpersonal/communication skills

VOLUNTEER EXPERIENCE

CASA, Houston, TX

Advocate, Oct 2013-Present

Literacy Council of Harris County, Houston, TX

Volunteer ESL Tutor, June 2013-Sept 2013

SKILLS

Language: Fluent in Spanish (written and spoken)

Computer: Proficient in Microsoft Word, Excel, PowerPoint, and Outlook

Certifications: CPR/First Aid, American Red Cross (July 2020)