

CATHERINE RATUSZNY-ABRAMS

42 PETTY LN • MEDFORD 11763-2630
(631)-804-2831 • Kateabrams@ymail.com

SUMMARY OF QUALIFICATIONS

I am outgoing, dependable, honest, dedicated, disciplined, and organized, as well as a creative individual and team player with strong interpersonal, organizational, and analytical skills. I am focused on productivity and am an enthusiastic worker and learner. I have experience with curriculum design and apply various teaching styles in order to engage my learners. Passionate, skillful and committed to educating others, I understand the components of the distance learning environment as I have been a distance learner since 2006. I have grown with the University of Phoenix through their online program and would be an asset to any University's distance learning program. I was a Team Leader through the University of Phoenix from 2008 - 2012. Proficient in Microsoft Office tools (Word, PowerPoint, Outlook, and Excel) and web browsing.

PROFESSIONAL WORK EXPERIENCE

Wyzant

January 2013 - Present

Long Island New York

Tutor

I have effectively tutored various students in writing and APA formatting. Under my supervision, students have achieved the level of success desired in their writing assignments.

Moriches Elementary School

September 2008 - June 2011

Moriches New York

ParaProfessional

As a ParaProfessional, I was responsible for the supervision of elementary children in the Cafeteria and on the playground. During this time period, I was also responsible for the training of new employees. I was then promoted to Classroom ParaProfessional where I was responsible for the implementation of curriculum, as well as tutoring children in need of extra help during school hours.

Adults and Children with Learning Disabilities

September 2001 - June 2003

Bayshore New York

One on One Aide

I was responsible for instructing and accompanying pre-school age children with developmental disabilities in school setting. As a one on one aide, I was also responsible for the implementation of student's IEP services, including the construction of Positive Behavior Plans. Involved in weekly curriculum design. Implemented daily curriculum for Physical Therapist, Occupational Therapist, Speech Therapist and Psychologist.

Tutor Time

September 1998 - June 2001

West Islip New York

Classroom Teacher

I was responsible for curriculum design for toddler through pre-school aged children. I also led ballet instruction for pre-school aged students

Sandys School of Dance

January 1995 - January 1998

West Babylon New York

Dance Instructor

My job was to instruct students on proper techniques and methods pertinent to the type of dance class taken. I would observe and correct student's technique if needed.

VOLUNTEER ACTIVITIES

-Sunday School Teacher, 2002-2004, 2006-2007 St. Johns Lutheran Church, Lindenhurst, NY 11757
Responsible for curriculum design and implementation -Long Island Walk for Breast Cancer, 2007
Long Island, NY Group organizer -Littlest Lutherans Youth Group Director, 2008-2009 St. Johns
Lutheran Church, Lindenhurst, NY 11757 Responsible for curriculum design and implementation
-Cystic Fibrosis Foundation: Great Strides Walk, 2008- 2013 Holtsville, NY -Arthritis Walk, 2010-
2012 Holtsville, NY -PTA Active Member, 2008-2012 Eagle Elementary School, Medford, NY 11763
-PTA President, 2012-2014 Eagle Elementary School, Medford, NY 11763 -PTA President, 2013-2014
Oregon Middle School, Medford NY 11763 -Lighthouse Ministry, 2012-2013 Distribute food to
homeless and low income families across Long Island, NY

EDUCATION

University of Phoenix, Online January 2012
Masters in Adult Education and Training

University of Phoenix, Online Campus January 2010
Bachelors in Health Administration and Long Term Care

ADDITIONAL INFORMATION AND SKILLS

- Skills: Effective Communication Skills, Interpersonal Skills, Organizational Skills, Research , Planning