

URSULA BELLO

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Experienced Instructional Assistant with passion for teaching children of all ages. Strong leadership skills to guide children through daily structured learning activities. Exceptional ability to establish rapport with students, parents and staff, based on outstanding communication skills. I'm seeking to obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technology for the betterment of the organization.

EXPERIENCE

06/2018 – CURRENT

ELECTRICAL TECHNICIAN, BOEING

Fabricate wire harnesses and electrical assemblies. Identify nonconforming detail parts, assemblies and processes. Constructs wire harnesses and panels by cutting, sorting, color-coding, measuring, stripping, crimping, and routing various lengths, types, and gauges of wire, heat-shrink, and other related materials. Operates tools and equipment such as wire strippers, crimpers, wire identification and cutting machines, heat guns, and associated tools. Prepares packages for harness fabrication by cutting, labeling, and kitting. Follows schematics, drawings, and written or verbal instructions to set up and perform duties. Completes paperwork, hardcopy and electronic version, associated with job assignment. Able to verify operation in looking up the specs and able to apply shop math. Knowledgeable and able to use computer systems for office and shop applications using IHASS, Microsoft and MESCI.

08/2006 – 05/2018

INSTRUCTIONAL ASSISTANT, MESA PUBLIC SCHOOLS

I assisted supervising teacher in the Reading and Math Lab. I set up, designed and distributed lesson plans. I worked directly with students in Reading and Math Intervention in small group setting. I adapted teaching methods to meet individual needs and requirements for each student in need. Maintained records for each individual student. I recorded and reported weekly and monthly reports. I also determined students' strengths and weaknesses through Phonics and Dibels testing. Able to conduct demonstrations as required by the lesson plan. Maintains cleanliness of classroom and work stations. Oversees safety and well being of students. Checks attendance of students in the classroom. Coordinates with teacher on the day's agenda.

SKILLS

- Microsoft and Computer Proficient
- Hand Tool Operation Proficient
- Effective Time Management Skills
- Strong Written and Verbal Communications

EDUCATION

FEBRUARY 2006

GED, Arizona Department of Education, Career & Technical Education, Phoenix, AZ