

# Jasmine Cobb

Waynesboro, GA 30830

jasminecobb84@yahoo.com

(706) 871-3860

## Professional Summary

High School graduate, acquiring a Bachelor of Science degree in Middle Level Education. Has passed the Middle Grades Mathematics GACE (013) with a Professional Passing Score and the Middle Grades Language Arts GACE (011) with an Induction Passing Score. Experience includes student teaching and three years of interacting with college students as an employee of Georgia State University's Housing Department. Adapts and performs consistently under changing requirements and dynamic work situations. Provides exceptional customer service. Collaborates well with team members to ensure team and departmental goals are met. Demonstrates integrity and a high standard of values. Current member of the Professional Association of Georgia Educators (PAGE) and has Tort Liability Insurance.

## Academic Accomplishments

| University               | Degree  | Projected Graduation Date |
|--------------------------|---|---------------------------|
| Georgia State University | Bachelor of Science in Middle Level Education | 05/2022                   |

## Professional Skills

|                         |                                 |                          |
|-------------------------|---------------------------------|--------------------------|
| Analytical              | Teamwork                        | Observation              |
| Multi-tasking           | Technological                   | Data Creation            |
| Assessments             | Well Organized                  | Interpreting Data        |
| Microsoft Suite         | Attention to Detail             | Conflict Resolution      |
| Creating Reports        | Process Improvement             | Curriculum Planning      |
| Time Management         | Creating Learning Tools         | Classroom Management     |
| Effective Communication | Social & Emotional Intelligence | Mathematical Computation |

## Professional Experience

**Student Teacher at David T. Howard Middle School**

**07/2021 - Present**

**Atlanta Public Schools**

**Atlanta, GA**

### Student Teaching

Consistently demonstrates knowledge of state standards, testing requirements and curriculum through effective instruction. Develops structured lesson plans on 8<sup>th</sup> grade mathematics with the appropriate rigor and differentiation to motivate students and to encourage critical analysis. Develops classroom tools including note taking guides that include examples and vocabulary to ensure each student retains and understands the material and lesson topics. Fosters a positive classroom environment to encourage learning and promote student growth while developing an excellent rapport with students. Demonstrates command of the content by utilizing effective instructional strategies and methods. Communicates learning progress and achievements to parents. Provides summative assessments to measure student achievement of objectives and formative assessments to measure student progress toward objectives, identifying when a student needs assistance. Provides tutoring and additional assignments to assist students who need further instruction. Incorporates the practical use of technology in lesson plans and instruction. Participates in professional growth, learning courses/activities and meetings, while also maintaining professional responsibilities and acting as a role model.

### The Opening School Experience

Acquired practical experience in the school and classroom setting during the week of pre-planning and the first week of school. Learned effective procedures necessary for setting up a classroom at the beginning of the year. Organized a learning environment that was conducive for learning and regular attendance and maximized student proficiency on tasks.

**Resident Assistant** **07/2020 - Present**  
**Georgia State University Housing** **Atlanta, GA**  
Demonstrated excellent personal and professional judgement. Assessed and met the needs of approximately 50-60 residents through daily interactions while maintaining four major areas of responsibility: role model, community building, administrative and team member. Assisted with planning and implementing the Residential Curriculum, facilitated intentional conversations, performed administrative duties, served as the RA on duty, worked at the Community Desk, assisted with resident and building security procedures, attended training and in-services, followed emergency protocols, enforced university policies and served as both a resource and role model to residents. Developed, organized and informed residents of University and City of Atlanta events and activities that provided social, educational, cultural and recreational opportunities for residents. Abided by and upheld the GSU Student Code of Conduct and Policies, University Housing policies and procedures and applicable law.

**Assistant Manager** **04/2021 - 07/2021**  
**Shoe Show** **Waynesboro, GA**  
Assisted the Store Manager with daily operations of the store to maximize sales and maintain operational company standards. Assisted with maintaining a clean, well-organized store with a customer-first focus. Followed company work processes to manage merchandise, including receiving, unpacking, stocking, restocking and rotating merchandise on shelves. Assisted with scheduling employees, providing adequate training for employees, conducting safety meetings and ensuring employee compliance with company policies and procedures. Opened and closed the store. Assisted with supervision of store employees, management and presentation of merchandise, completion of paperwork and preparation of deposits. Performed stocking and cashiering functions and performed other duties as necessary to maximize profitability and customer satisfaction while protecting company assets and reducing losses.

**Student Assistant** **07/2019 - 07/2020**  
**Georgia State University Housing** **Atlanta, GA**  
Interacted with residents and their guests as they moved throughout the building. Provided customer service and security to residents and guests, checked residents in/out of buildings, verified residents at the desk, checked guests in/out and provided residents with loaner keys and access cards. Answered inquiries made at the desk and on the phone, making referrals to the appropriate person as needed. Followed emergency protocols, enforcing university policies and serving as both a resource and role model to residents.

**Sales Associate** **06/2019 - 07/2019**  
**Family Dollar** **Waynesboro, GA**  
Provided excellent customer service, greeted and assisted customers. Operated a cash register and scanner to itemize and total customer's purchases, collect payment and make change. Bagged merchandise. Demonstrated prompt and regular attendance on assigned shifts. Followed company work processes to manage merchandise, including receiving, unpacking, stocking, restocking, rotating merchandise on shelves and building merchandise displays. Cleaned the store and helped set up sidewalk displays. Monitored the store for potential emergencies and theft. Answered inquiries in person and via the phone.

**Team Member** **08/2016 - 05/2017**  
**McDonalds** **Waynesboro, GA**  
Greeted customers, creating a welcoming environment as they entered the restaurant to ensure customers had a positive experience. Accurately entered orders into the restaurant's POS system. Partnered with other team members and managers to meet daily goals. Kept the work area clean. Assembled and packaged menu items to company standard. Assisted in unpacking and storing incoming inventory deliveries. Informed management of equipment and inventory needs. Cleaned equipment to company standards and maintained a clean working environment.