

MUNIRAH A. ALI

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Buffalo, New York 14216
(678) 333-2872

OBJECTIVE

To obtain a teaching related position within a local public or private school in Western New York.

SUMMARY OF QUALIFICATIONS

- Possess over four years of educational experience in a variety of environments to include: non-profit and head starts.
- Working knowledge of several foreign languages to include: Arabic (beginner), French (Beginner), Wolof (Beginner), Spanish (Intermediate).
- Management and Supervision experience with staff of up to 20 people in culinary and hospitality industry.
- Strong background in critical and technical analyses.

EDUCATION

STATE UNIVERSITY OF NEW YORK AT BUFFALO COLLEGE

Master of the Arts in Adult Education, Currently Attending

- Graduate EOP Scholarship Award

Master of the Arts in Secondary English Education, Currently Attending

Bachelor of the Arts in English Literature, December 2018

- Overall GPA: 3.6/4.0, Dean's List
- 2018-19 Dr. Joan Rosso Award
- 2016- Present EOP Honors Award

INTERNATIONAL CULINARY SCHOOL AT THE ART INSTITUTE OF ATLANTA

Associate of the Arts of Culinary Arts, March 2009

- Overall GPA: 3.0/4.0, Dean's List

TEACHING EXPERIENCE

KENMORE-TOWN OF TONAWANDA UFSD, BUFFALO, NEW YORK

Substitute Teacher, January 2019 - Present

Follows procedures and achieves lesson goals. Overseeing of students in and outside of the classroom. Complies with all school regulations and policies at all times.

LITERACY NEW YORK, BUFFALO-NIAGARA INC., BUFFALO, NEW YORK

Volunteer English Language Learner & Basic Literacy Tutor, September 2017 - Present

Meets with the individual tutor recipient at the Buffalo Public Library. Research, plan and develop curriculum and learning activities and lessons that coincide with previously established learning goals and objectives.

TOOT TOOT DAYCARE, INC., BUFFALO, NEW YORK

Teacher Assistant, January 2016 - May 2017

Implemented varied teaching techniques for an inclusive learning environment.

Optimized the learning and play environment with the utilization of effective classroom management techniques.

Organized and maintained classified documentation.

AL HIDAYAH SCHOOL, WATERBURY, CONNECTICUT

Owner/Operator, December 2014 - January 2016

Created a curriculum to meet the varied needs in an inclusive learning environment that covered educational, developmental, cognitive, emotional and social needs of children ages 2 years old to 11 years old according to statewide Head Start Performance Standards. Infused foreign language learning into implemented curriculum.

RELATED EXPERIENCE

UNITED STATES POSTAL SERVICE

City Carrier Assistant, February 2019 - Present

- Delivers mail and packages to customers along a prescribed route or as an auxiliary assistant by a vehicle.
- Collects monies and receipts for accountable mail.
- Picks up mail from customers' roadside boxes.
- Furnishes routine information concerning postal matters to customer.

BUFFALO & FORT ERIE BRIDGE AUTHORITY

Toll/Traffic Officer, May 2017 - February 2019

- Constant interaction with international travellers.
- De-escalation of various conflicts.
- Solely responsible for large monetary quantities averaging over \$27,000 monthly.
- Effective interdepartmental communication with local, federal and international law enforcement agencies.

SODEXO, INC., NEW YORK/GEORGIA

Food & Nutrition Manager, September 2011 - March 2014

- Training and staff development of diversified personnel in a multiunit high profile trauma facility of over 500 beds.
- Managed initiatives for job redesign and process improvement, including interdepartmental improvements with nursing staff.
- Menu planning that accounted for global, cultural and dietary restrictions and observed quality of food service and gave instruction for maintenance of high standards.

BUFFETS, INC., LEVITTOWN, NEW, YORK

Food Bar Manager, March 2011 - October 2011

- Staffing, supervision, training and development of line attendants, and other support personnel;
- Maintenance of strict compliance with health and safety standards;
- Assisted with verifying of all financial reports in a timely fashion;
- Responsible for cash handling, banking, and daily, weekly and period sales reporting.

COMPUTER SKILLS

SMART board and Photoshop.

Proficient in Microsoft Word, Excel, PowerPoint, Publisher, Prezi, Storyboarding, Canva, and other online instructional resources.

REFERENCES AVAILABLE UPON REQUEST